

Department of Defense (DoD)

**Civilian Personnel Management Service
(CPMS)**

**Injury Compensation/Unemployment Compensation
System User Guide**

Version 7

August 1996

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List of Acronyms

ASCII	American Standard Code for Information Interchange
BRAC	Base Realignment and Closure
CFI&I	Center for Integration and Interoperability
COTS	Commercial-Off-The-Shelf
CPMS	DoD Civilian Personnel Management Service
DBA	Database Administrator
DBMS	Defense Business Management System
DCIPS	Defense Civilian Integrated Pay System
DCPDS	Defense Civilian Personnel Data System
DFAS	DoD Finance and Accounting Service
DISA	Defense Information Systems Agency
DISN	Defense Information System Network
DoD	Department of Defense
DOL	Department of Labor
ES	Employment Service
FIC	Federal Identification Code
GUI	Graphical User Interface
IC	Injury Compensation
IOC	Initial Operating Capability
LAN	Local Area Network
PC	Personal Computer
POI	Personnel Office Identifier
RDBMS	Relational Database Management System
SESA	State Employment Security Agency
SON	Submitting Office Number
SSAN	Social Security Account Number
UC	Unemployment Compensation
WAN	Wide Area Network

1.0 Introduction

The Injury and Unemployment Compensation (IC/UC) Tracking System provides a standard, automated approach to managing employee compensation claims throughout the Department of Defense (DoD). The system consists of a centralized database of key personnel and payroll data, Department of Labor (DOL) case management and payment information about each individual injury compensation claim filed by DoD employees, and individual unemployment compensation claim information. Figure 1.2-1 shows an overview of the IC/UC support system configuration. Access to the system is through an on-line, menu-driven graphical user interface (windows environment) that simplifies and expedites the flow of information needed for proactive program management. The system is designed to track claims, detect erroneous claims, provide accounting and reporting procedures, and create standard and ad hoc query reports and correspondence.

The IC/UC System is an excellent tool for monitoring employee claims activity, and provides a valuable management resource for controlling and reducing compensation costs. Some examples of the many uses of the injury compensation module of the IC/UC system are:

- Determine status of a particular claim filed with DOL (accepted/denied/pending).
- Obtain the accepted medical condition of a claim.
- Identify the location of the claim file in DOL.
- Identify the number of claims and types of injuries filed with DOL.
- Determine if DOL is making payments to the employee and/or employee's medical providers, including the amount and date of those payments.
- Identify erroneous claims, dual payments, and overpayments to employees and/or medical providers.
- Obtain the status of Third Party activity.
- Obtain the status of DOL rehabilitation activity.
- Determine the potential lifetime cost savings in compensation payments.
- Flag required follow-up actions based on elapsed time or other triggering events.
- Verify and reconcile the DOL chargeback.

Some examples of the use of the unemployment compensation module of the IC/UC support system are:

- Track on-going claims.
- Obtain information on claim costs, and savings related to management techniques.
- Obtain timely information on quarterly wages, lump-sum annual leave payment, severance pay and separation incentives for reporting to states.

- Identify employees simultaneously receiving unemployment and injury compensation benefits.
- Flag claims that should be contested.
- Verify and reconcile quarterly listings of unemployment compensation charges.

This guide is intended to assist the user in the day-to-day operation of the IC/UC System, and to describe the usage of the application screens, reports, and correspondence-generating capabilities. This guide **does not** contain procedural guidance for administering the Injury and Unemployment Compensation programs.

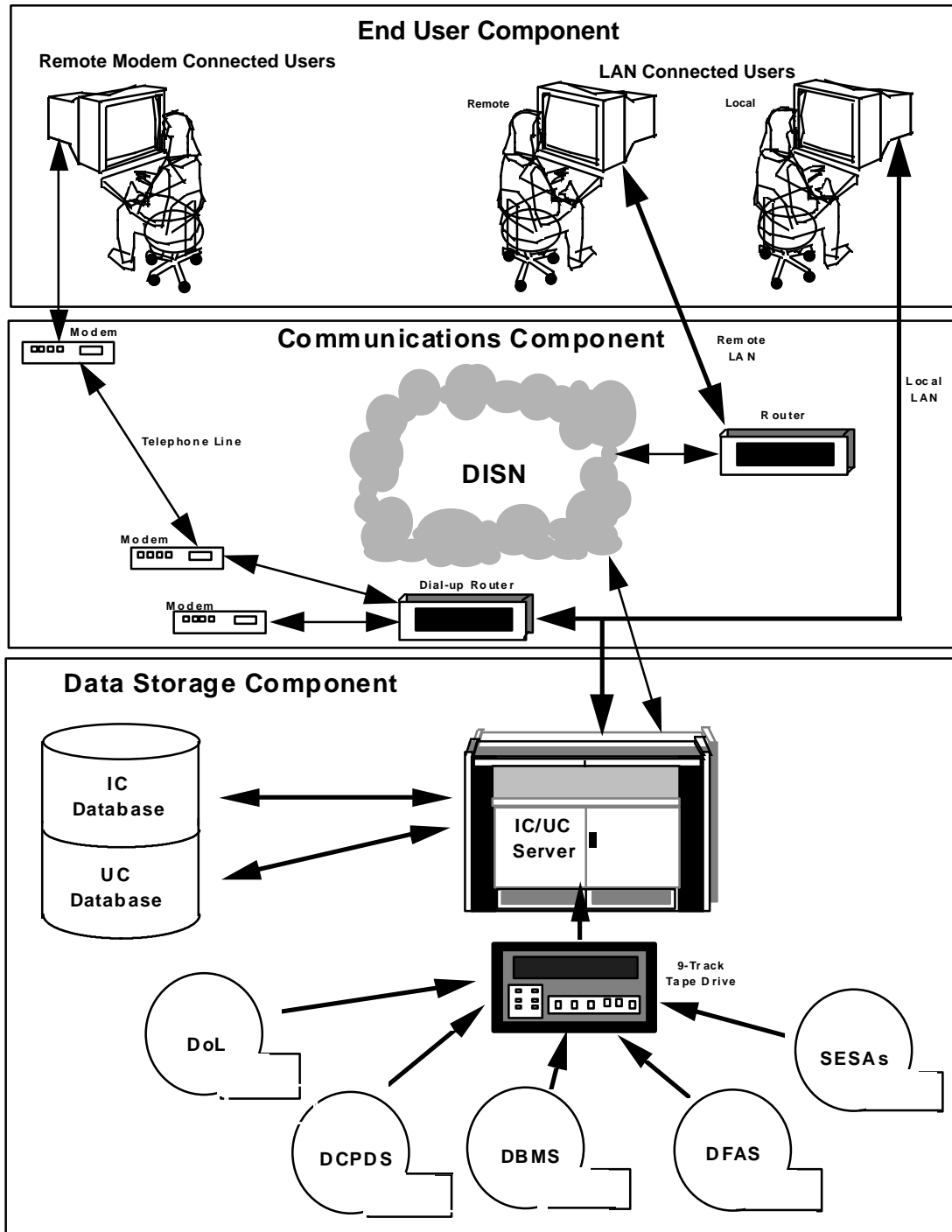


Figure 1.2-1 CPMS IC/UC IOC Configuration

2.0 General User Interface

The following sections describe the procedures for invoking the IC/UC system and using the IC and UC functional screens and reports. The IC/UC system utilizes a client/server architecture supporting both local and remote users. Connectivity to this system consists of a local area network (LAN) connecting local users (clients) to the IC/UC data server and the Defense Information System Network (DISN) and modems connecting remote users (clients) to the IC/UC data server. Three configurations exist to support this connectivity as shown in Figure 1.2-1. The first configuration consists of modem connected sites which includes remote users that have no LAN connectivity to the DISN and use modems to dial into one of multiple modems connected to the IC/UC data server by means of a dial-up router. The second configuration consists of LAN connected sites which includes remote users which are connected to the DISN through LAN. The third configuration consists of local users which are connected directly to the IC/UC data server through LAN.

2.1 IC/UC System Login

The following sections describe the procedures for accessing the IC/UC system.

2.1.1 Security Levels

Since the IC/UC data is protected by the Privacy Act of 1974, access to the IC/UC system is controlled through a two level/tier hierarchy as follows:

- Level 1: Function access (i.e., authorized use only)
- Level 2: Data access
 - Department of Defense (DoD) wide
 - DoD component (i.e., Air Force, Army, National Guard, Navy)
 - Major Command (e.g., Army Materiel Command)
 - Installation/Servicing Centralized Civilian Personnel Office (CCPO)
 - Satellite CPOS/HRO's

The Oracle Relational Database Management System (RDBMS) residing in the IC/UC data server provides this two level access control. Function access is controlled via a user identifier and an associated password. Data access is controlled through the use of database views which restrict a particular user to access only that data that is "keyed" by sub levels within the data access level (i.e., DoD wide, DoD component, etc.). The access controls are created by the CPMS Security Administrator in conjunction with the CPMS Database Administrator at the time an IC/UC user is added to the system.

2.1.2 System Login with Modem and System Login on Network

The following icons will appear on the screen following user initialization of the End-User PC/Workstation (i.e., MS-DOS, Windows environment).

- Dialup (modem connected sites only);
- Hangup (modem connected sites only);
- IC; and
- UC

For the first configuration type (i.e., modem connected sites) the user will double-click on the Dialup icon to activate an automatic dial-up to the modem connected to the users PC. The result of this action will cause the dial-up process to occur. The display of a "connection successful" message to the user will indicate that a connection has been made to the IC/UC data server either via a directly connected modem or dial-up-router/DISN. For configurations two and three and the continuation of configuration one, the user can activate either of the IC or UC functional applications by double-clicking on the appropriate application icon (i.e., IC or UC.), as shown in figure 2.1-1.

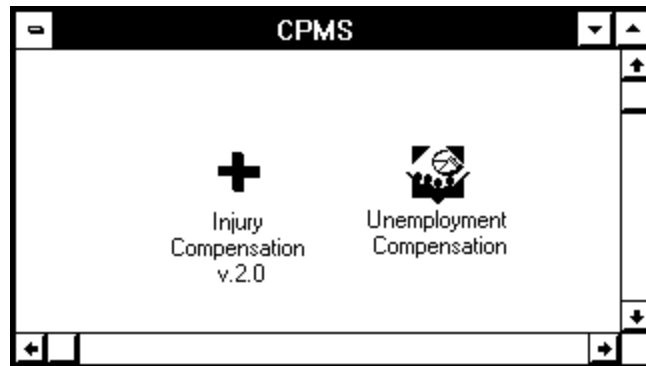


Figure 2.1-1 IC/UC Application Icons

Double clicking on either icon will cause the System Login dialog box as shown in Figure 2.1-2 to appear.

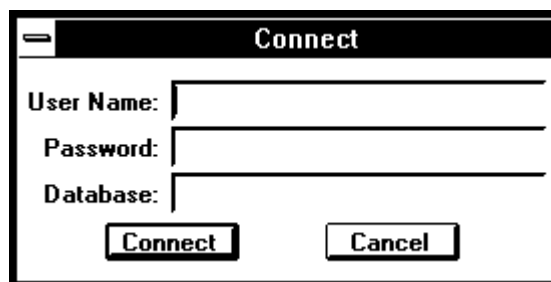


Figure 2.1-2 IC/UC System Login/Password Dialog Box

The user will then type in his/her login ID and either click in the password area or hit the tab key to move to the password field. The user will then type in his/her password (password will not appear on the screen) and either click on the **OK** button or press the return key. The result of this user action will cause an attempt to login to the Oracle Relational Database Management System (RDBMS) resident on the IC/UC data server. If the Oracle RDBMS login is successful, the Privacy Act dialog box as shown in Figure 2.1-3 will appear notifying the user of the sensitivity of the IC and UC data.

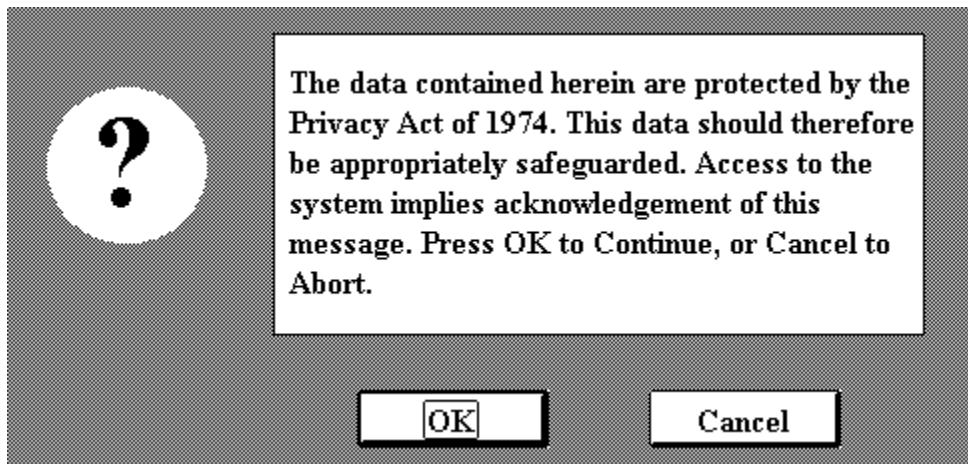


Figure 2.1-3 Privacy Act Dialog Box

If the user accepts the conditions specified in the Privacy Act, the user will then click on the **OK** button which will cause the Message Of The Day screen, as shown in Figure 2.1-4, to appear. If the user chooses not to accept the Privacy Act conditions, the **Cancel** button should be clicked to terminate the IC/UC session. For modem connected sites, the Cancel option will also cause the dial-up connection to be terminated. If a dial-up connection error occurs for modem connected sites, an error message to this effect will be displayed in a dialog box and an automatic "hang-up" (i.e., dial-up connection terminate) will occur. The user can then re-attempt the IC/UC activation as described above at his/her discretion. If errors continually occur, maintenance or communications support should be contacted to assess the connectivity situation.

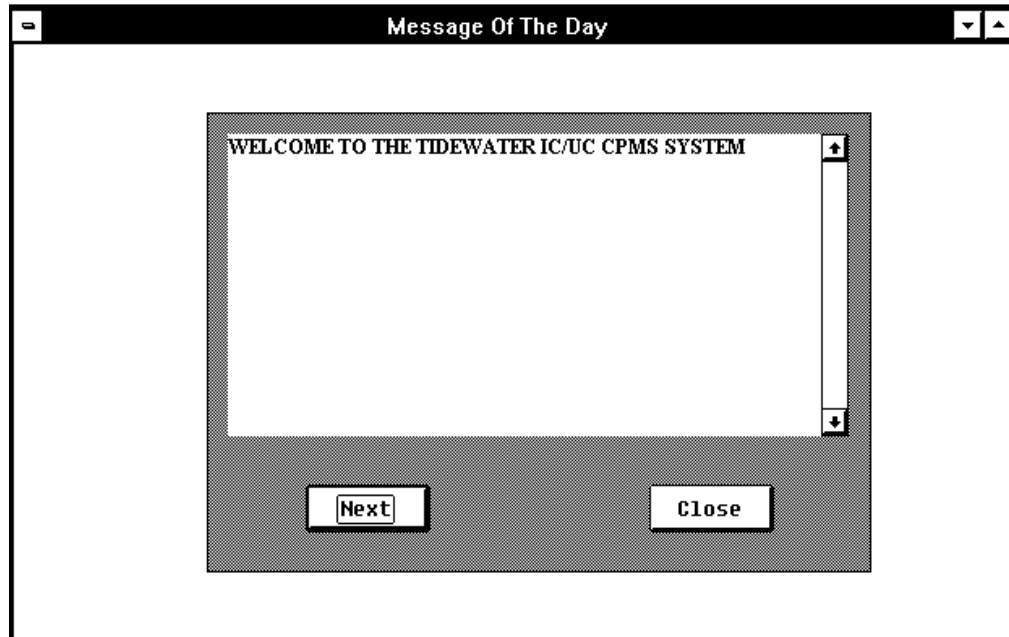


Figure 2.1-4 CPMS IC/UC Message Of The Day Screen

The user will then be able to see any messages left by the System Administrator. One message will appear at a time and the user can scroll through the messages by using the Next and Previous buttons. When the user is finished reading the messages, he/she should press the **Close** button and the Main Menu will appear. If the user is in Injury Compensation, the IC Main Menu will then appear as shown in figure 2.1-5, and if the user is in Unemployment Compensation, the UC Main Menu will appear as shown in figure 2.1-6.

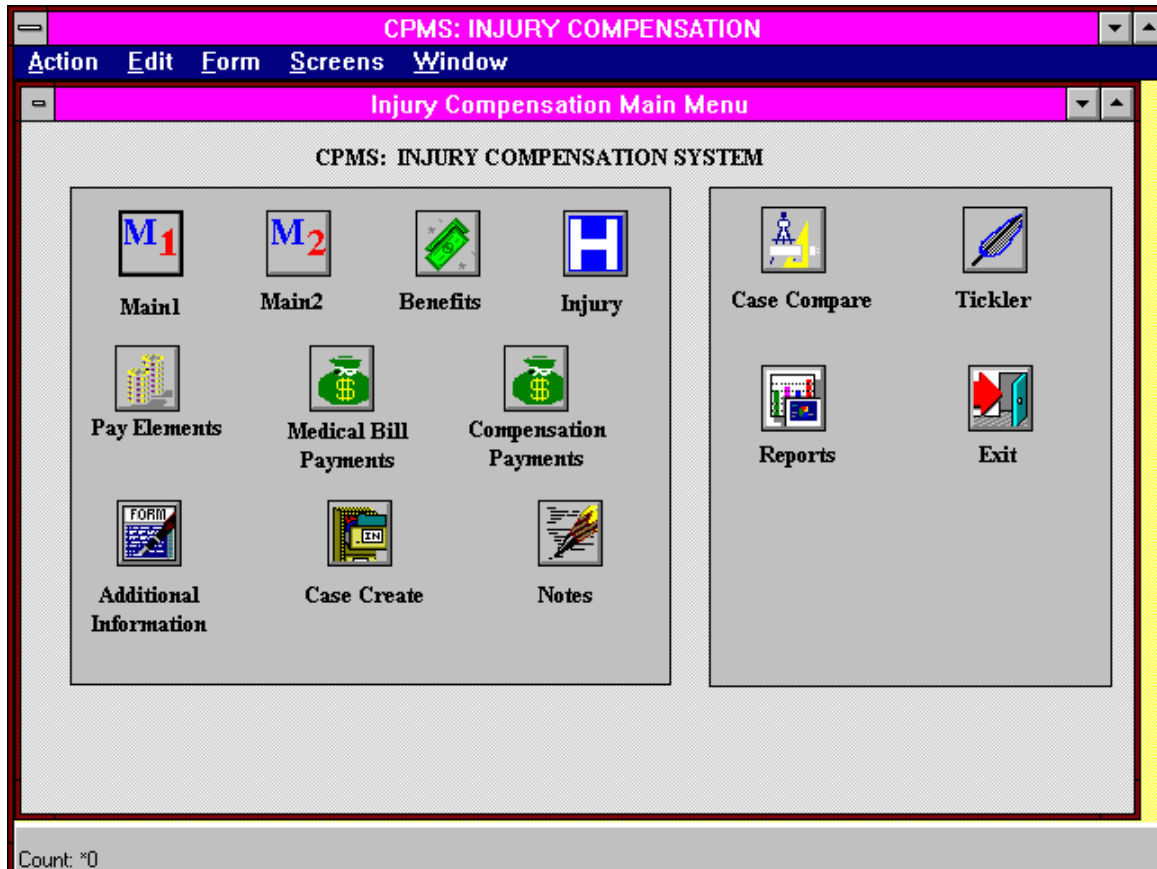


Figure 2.1-5 IC Applications Main Menu

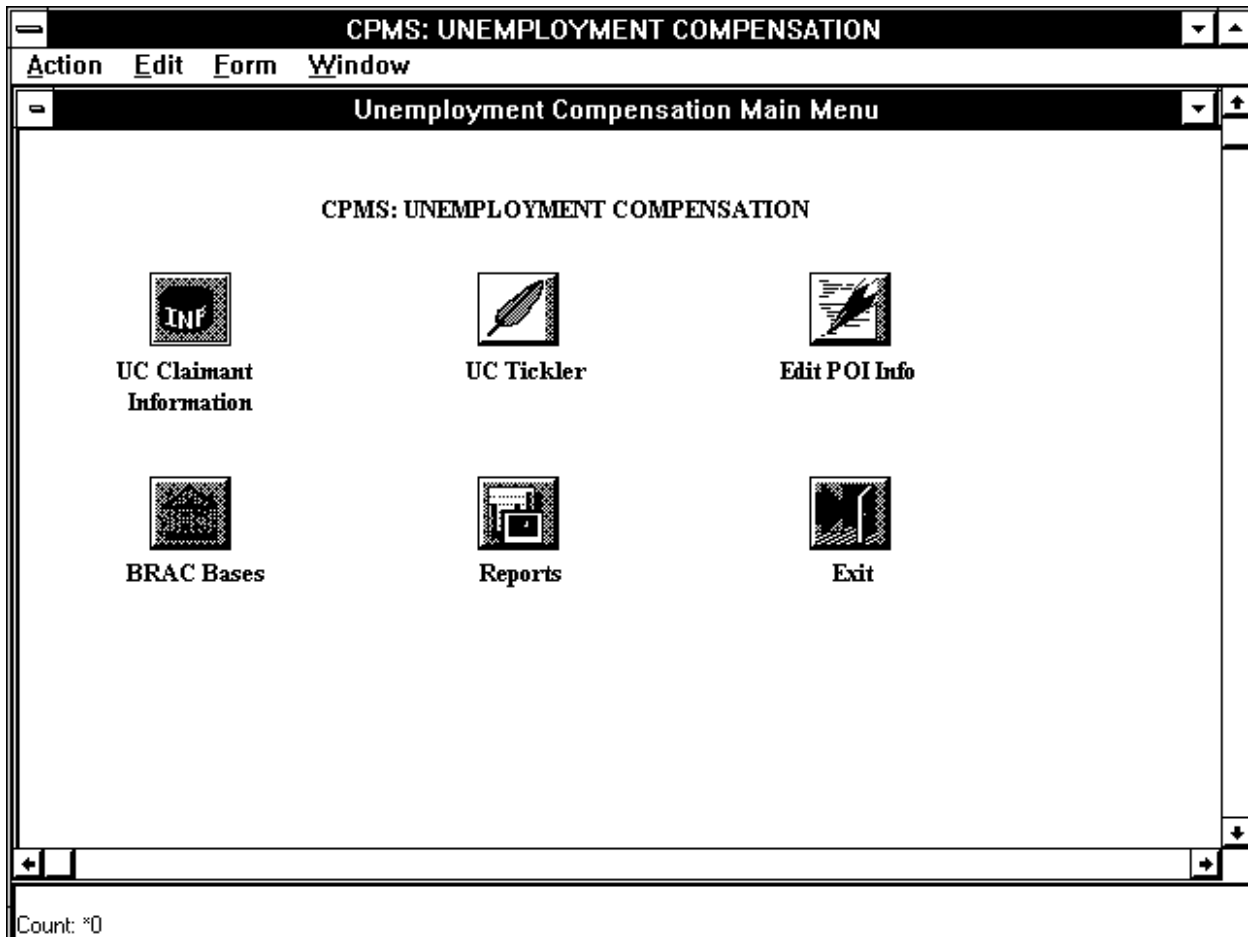


Figure 2.1-6 UC Applications Main Menu

If the user positions the cursor on the EXIT button and clicks on it, the logoff/logout process will occur. That will include the Oracle logoff and, if appropriate, the dial-up connection will be terminated/disconnected.

2.2 Generalized IC/UC Application Screen Functions

There are many features common to both Injury Compensation and Unemployment Compensation applications. Those are discussed in the following sections.

2.2.1 Menu Bar

Figure 2.2-1 shows an example of the IC menu bar and Figure 2.2-2 shows an example of the UC menu bar.

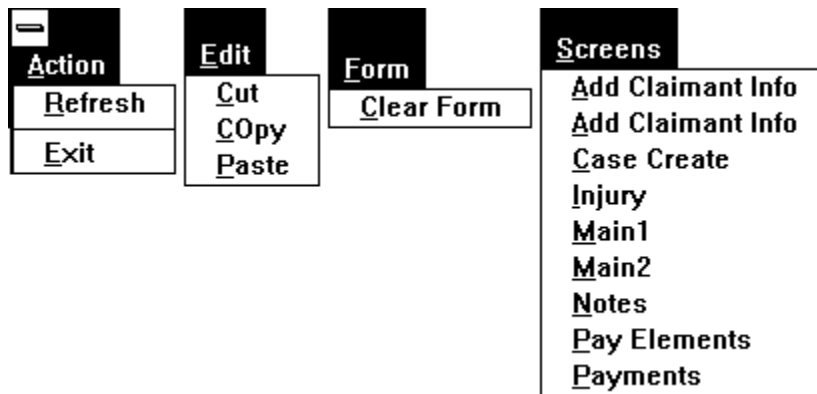


Figure 2.2-1 IC Application Screens Menu Bar



Figure 2.2-2 UC Application Screens Menu Bar

The upper section of a screen is the menu bar from which the user can "pull-down" a list of menu options as described in Table 2.2-1.

Table 2.2-1 IC/UC Application Screen Menus

Menu Name	Option	Description
Action	Refresh	Restore screen fields to last state
	Exit	Clear screen and exit application (Logoff occurs)
Edit	Cut	Copies highlighted area to clipboard and deletes from document
	Copy	Copies highlighted area to clipboard but does not delete
	Paste	Moves whatever is on the clipboard to the place where the cursor is
Form	Clear Form	Clears all fields of the form
Screens	Add Claimant Info	Displays Add Claimant Info screen
	Benefits	Displays Benefits screen
	Case Create	Displays Case Create screen
	Injury	Displays Injury screen
	Main1	Displays Main1 screen
	Main2	Displays Main2 screen
	Notes	Displays Notes screen
	Pay Elements	Displays Pay Elements screen
	Payments	Displays Payments screen
Window	Cascade Tile	Configures Windows Arrange icon Injury comp main menu

2.2.2 Basic Screen and Data Field Types

As shown in Figure 2.2-3, which is typical of all of the IC and UC screens, the screens are segmented into sections.

Below the menu bar is the application screen title which for this example is **Payments**. Below the screen title is the screen body section which contains blocks of fields (i.e., singular gray areas), a scroll region or a combination of field blocks and scroll region or regions. Table 2.2-2 lists and describes the attributes of the field types within the IC and UC application screens.

The fields in each screen are color coded: **gray** means read only, **yellow** means edit optional and **white** means edit mandatory. The color of some fields change depending on which option the user chooses.

Table 2.2-2 IC/UC Field Attributes

Field Type	Attribute
READ	Read only field (i.e., non editable), Gray in color
EDIT MAND	Editable Mandatory Field -- must be filled in, White in color
EDIT OPT	Editable Optional Field, Yellow in color
VAL	Validation Field -- field is checked for valid values
LIST OF VALUE S	A List of Values (LOV) is provided to allow the user to see all valid codes for a field and what the codes stand for. When the field is editable, double clicking on a value from this list will enter that value in the field. An LOV button has the symbol "v".

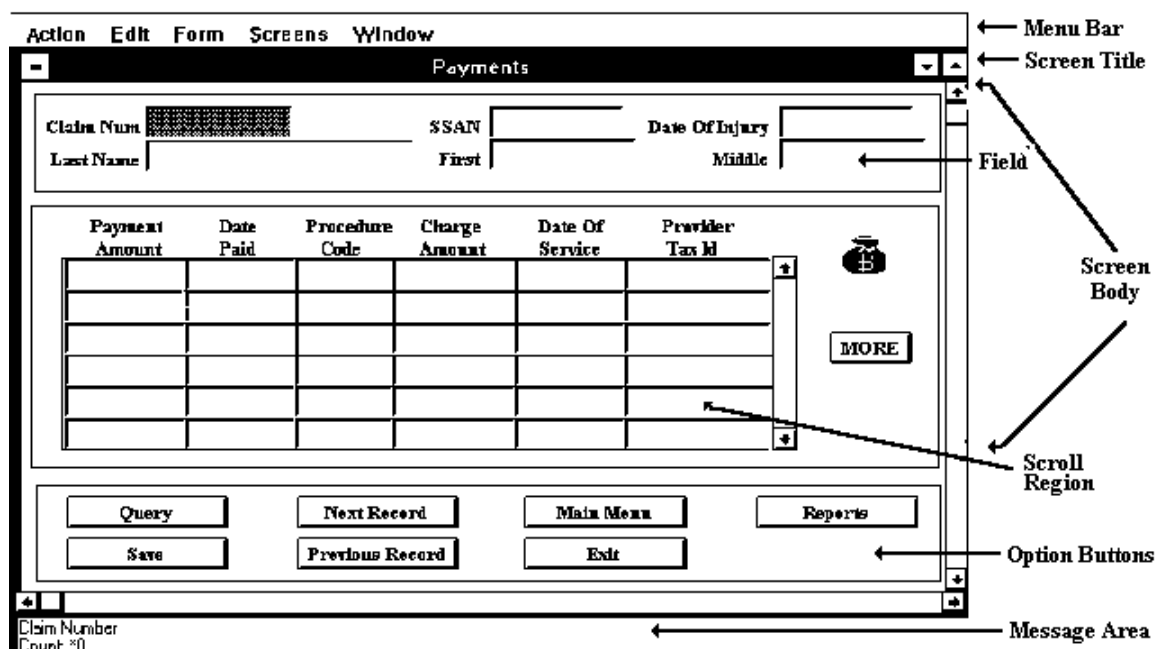


Figure 2.2-3 IC/UC Application Screen Example

2.2.3 Generalized IC/UC Application Screen Usage

Below the screen body as shown in Figure 2.2-3 are the option "buttons" as described in Table 2.2-3

Table 2.2-3 IC/UC Option Buttons

Option	Action when selected
QUERY	Displays Query window to allow user to enter a query
SAVE	Saves information for a new case or data for a case that has been updated
NEXT RECORD	When a query returns more than one record, allows the user to see the next record
PREVIOUS RECORD	After using the Next Record button, allows the user to return to the previous record
MAIN MENU	Returns user to the Main Menu screen
EXIT	Exits from the IC or UC application
REPORT	Displays the Report screen where the user can choose one or more of the system reports
CREATE	Used to create a new claim. (This button is visible in the Case Create screen only)

2.2.4 Moving Between Screens

In general, the IC and UC application screens are database driven, initiated by user action using the Buttons and the Pull Down Menus. The user can navigate between screens by using the Menu Bar options, Main Menu button option or by using Windows navigations methods. Windows navigation methods include **Alt-Tab** keys and resizing screens. When the user has more than one screen open and wants to see more than one at the same time, he/she can make use of the Window menu (provided by the Windows operating system) and choose **Cascade** or **Tile** to arrange the screens in the Window. The user can bring any screen to the viewing-foreground by clicking in the desired screen with the mouse. The user can also minimize and maximize screens by using the arrows in the upper right hand corner of each window.

For those application screens which have a scroll region, the user can use the scroll bars on the right side of the region to navigate through the data.

2.2.5 Cursor Movement

The user may navigate from field to field by using the **Tab** key or the mouse pointer. The **Tab** key will navigate from the current field to next field. The **Shift-Tab** keys will navigate from current field to previous field.

3.0 INJURY COMPENSATION (IC) MODULE

3.1 IC Application Screens

The IC Application screens provide assistance in the tracking of costs and case status associated with injuries suffered by civilians working for DoD agencies. In order to track direct payments, the IC Application captures bill payment records including payments for medical care and compensation for lost wages. It provides the functionality to determine costs associated with continuation of pay (COP). Additionally it provides functionality to determine if an IC claimant has filed an unemployment claim, has been assigned light duty, or has sustained a recurrence of disability. It also includes functionality to determine whether the proper agency is being charged and to capture information about the claimant and the nature of the injury. The IC Application also includes a tickler function which allows the user to track items to be done and provides a way of reminding the user of what action needs to be taken on a particular claim.

The IC Application screens provide on-line access to data collected from users as well as DOL and personnel information residing in the IC database. Screens vary in size, depending upon their content. As screens are moved, resized, or overlayed, multiple screens (or portions thereof) may be viewed simultaneously. The screens utilize a common heading consisting of read-only fields that include the claimant's SSAN, name, and date of injury. Additionally the screens provide valid value pop-up screens, dialogue boxes and error notification messages (alerts).

3.1.1 Screen & Data Field Descriptions

The IC Application Consists of 10 screens plus the IC Tickler, Case Compare, and Report screens. The 10 screens work together in that when retrieving data, all of the 10 screens will be populated at one time. The IC Tickler, Case Compare, and Report screens are separate entities. The following describes each of these 10 screens and gives a brief description of the fields in each screen.

3.1.1.1 CPMS: Injury Compensation - Main Screen

The CPMS: Injury Compensation - Main application consists of two screens containing essential personnel and DOL information. For the State field a button is provided next to the field for a valid listing of states and US territories. These values are used to make absolutely sure that the user does not enter a state or territory that does not exist or make a spelling mistake. Figure 3.1.1.1-1 shows the CPMS: Injury Compensation - Main 1 screen and Table 3.1.1.1-1 lists the field attributes.

CPMS: INJURY COMPENSATION

Action Edit Form Screens Window

Main1

Claim Num [] SSAN [] Date Of Injury []
 Last Name [] First [] Middle []

Street []
 City []
 State [v] Zip [] Sex []
 Phone [] DoB []

Majcom []
 Cost Center []
 PAS Info []
 UIC []
 Chargeback []
 Original CCPO []
 Servicing CCPO []
 Office Symbol []

Supervisor [] **M1**
 Supervisor Phone []
 Dod Component [] Inactive Flag [] Non Dod Flag []

Query Next Record Main Menu Reports
 Save Previous Record Exit

Claim Number
 Count: *0

Figure 3.1.1.1-1 CPMS: Injury Compensation - Main 1 Screen

Table 3.1.1.1-1 CPMS: Injury Compensation - Main 1 Screen Field Attributes

FIELD	DESCRIPTION	QRY	READ	EDIT MAND	EDIT OPT	VAL	POP UP
Claim Num	IC Claim number	X					
SSAN	Social Security Account Number	X					
Date of injury	Date of injury	X				X	
Last Name	Claimant's last name	X					
First (Name)	Claimant's first name		X				
Middle (Name)	Claimant's middle name		X				
Street	Claimant's street address		X				
City	Claimant's city		X				
State	Claimant's state		X				X
Zip	Claimant's ZIP code		X				
Phone	Claimant's phone number				X		
Sex	Claimant's gender		X				
DOB	Claimant's date of birth		X			X	
MAJCOM	Major Command ID		X				
Cost Ctr	Servicing cost center		X				
PAS	Personnel accounting symbol		X				
UIC	Unit Identifier Code (Navy specific)		X				
Chg Bk Code	Charge back code		X				
Origin CCPO	Original servicing Centralized Civilian Pay Office		X				
Servicing CCPO	current servicing Civilian Personnel Office		X				
Supervisor (name)	Claimant's supervisor name				X		
Supr Phone	Claimant's supervisor phone number				X		
Office Symbol	Claimant's office symbol						
DoD Component	Claimant's DoD component		X				
Inactive Flag	Delete personnel record flag				X		
Non-DoD Flag	No personnel record exists flag		X				

Figure 3.1.1.1-2 shows the CPMS: Injury Compensation - Main 2 screen and Table 3.1.1.1-2 lists the field attributes. On this screen there are five validation buttons to prevent incorrect entry and to check the meaning of the codes. The **Next** and **Prev** buttons in the middle of the screen are to allow the user to scroll through the IC claimant's physicians. At the bottom of the screen is a **Total Claim Costs** button. Pressing the **Total Claims Cost** button will display a window with the total cumulative costs for Compensation and Medical payments for the claim currently being displayed. Figure 3.1.1.1.2-1 shows the Main 2 screen with the Total Claims Costs window displayed. Since CPMS started to collect data for the Injury Compensation program from DOL on July 1, 1993, the total cumulative costs for injuries before this date represent only the total costs since July 1, 1993. For injuries that occurred after July 1, 1993, the total cumulative costs are accurately calculated and displayed.

CPMS: INJURY COMPENSATION

Action Edit Form Screens Window

Main2

Claim Num SSAN Date Of Injury

Last Name First Middle

Physician Tax ID Title Primary Physician

Name City NEXT

Street State Zip PREV

Phone

Nat Of Inj **M2** Comp Cost CFY Case Status

OSHA Site Med Cost CFY Status Date

Injury Zip Proj Life Cost Adjud Status

Acceptd Cond Effective Date Adjud Date

Query Next Record Main Menu Reports

Save Previous Record Exit Total Claim Costs

Claim Number
Count: *0

Figure 3.1.1.1-2 CPMS: Injury Compensation - Main - 2 Screen

The screenshot shows the CPMS: INJURY COMPENSATION - Main2 screen. The main window has a title bar "CPMS: INJURY COMPENSATION" and a menu bar "Action Edit Form Screens Window". The main area is titled "Main2". On the left, there are input fields for "Claim Num", "Last Name", "Physician", "Tax ID", "Name", "Street", "Nat Of Inj", "OSHA Site", "Injury Zip", and "Acceptd Cond". On the right, there are "NEXT" and "PREV" buttons, and two dropdown menus. At the bottom, there are buttons for "Query", "Next Record", "Main Menu", "Reports", "Save", "Previous Record", "Exit", and "Total Claim Costs". A modal window titled "Total Claim Costs" is open in the center. It contains the following text: "Total Claim costs are the cumulative costs for Compensation and Medical Payments made since July 1, 1993, which was part of the IC/UC data history. For Claims with a Date of Injury after this date, the cumulative costs represent the total costs for those Claims as of the Effective Date shown. For Claims with a Date of Injury before this date, the cumulative costs represent only those costs incurred after July 1, 1993." Below the text, there are two input fields: "Total Compensation Costs" and "Total Medical Costs". A "Return" button is at the bottom of the modal window. The status bar at the bottom left shows "Count: *0".

CPMS: INJURY COMPENSATION

Action Edit Form Screens Window

Main2

Claim Num
Last Name
Physician
Tax ID
Name
Street
Nat Of Inj
OSHA Site
Injury Zip
Acceptd Cond

NEXT
PREV
v
v

Query Next Record Main Menu Reports
Save Previous Record Exit Total Claim Costs

Count: *0

Total Claim Costs

Total Claim costs are the cumulative costs for Compensation and Medical Payments made since July 1, 1993, which was part of the IC/UC data history. For Claims with a Date of Injury after this date, the cumulative costs represent the total costs for those Claims as of the Effective Date shown. For Claims with a Date of Injury before this date, the cumulative costs represent only those costs incurred after July 1, 1993.

Total Compensation Costs
Total Medical Costs

Return

Figure 3.1.1.1.2-1 CPMS: Injury Compensation - Main - 2 Screen With Total Claim Costs Window

Table 3.1.1.1-2 CPMS: Injury Compensation - Main - 2 Screen Field Attributes

		QRY	READ	EDIT MAND	EDIT OPT	VAL	POP UP
FIELD	DESCRIPTION						
Claim Num	IC Claim number	X					
SSAN	Social Security Account Number	X					
Date of injury	Date of injury	X				X	
Last Name	Claimant's last name	X					
First (name)	Claimant's first name		X				
Middle (name)	Claimant's middle name		X				
Dr. Name	Servicing Physician's name		X				
Title	Servicing Physician's title		X				
Street	Servicing Physician's street address		X				
Phone	Servicing Physician's phone number		X				
City	Servicing Physician's city		X				
Primary Physician Flag	Flag indicating if servicing physician is primary care provider		X				
State	Servicing Physician's state		X				X
Zip	Servicing Physician's ZIP code		X				
Physician Tax ID	Servicing Physician's Tax ID		X				
Nature of Injury	Nature of claimant's injury		X				X
OSHA Site	Occupational Safety and Health Administration site code				X		
Accptd Condition	Claimant's accepted condition		X				X
Injury ZIP	ZIP code where injury occurred		X				
CFY Med Cost	Total medical cost		X				
CFY Comp Cost	Total compensation cost		X				
Adjud Status	Adjudication status		X				X
Adjud Date	Adjudication date		X			X	
Proj Life Cost	Projected lifetime cost		X				
Case Status	Case status		X				X
Status Date	Date of case status		X			X	
Effective Date	End Date-Current Quarter		X				

3.1.1.1.1 Accepted Condition Code (ICD-9) Lookup

This Accepted Condition Code (ICD-9) lookup screen allows the user to query the description of an entered procedure code. Figure 3.1.1.1 -3 shows the screen and Table 3.1.1.1-3 lists the field attributes of the Accepted Condition Code lookup screen. To access this screen, the user must press the button (“v”) next to the accepted condition code field on the Main 2 screen. The Accepted Condition Code screen will display as an overlaying screen. The user must enter the code in the code field and then press the **Search** button. The system will query for the description of the code and will populate the description field with the description. If no such code exists, a message appears on the status line stating the query has caused no records to be retrieved. To exit the Accepted Condition lookup screen, the user must press the **Cancel** button.

Table 3.1.1.1-1 Accepted Condition (ICD-9) Lookup Screen

		QRY	READ	EDIT MAND	EDIT OPT	VAL	POP UP
FIELD	DESCRIPTION						
Code	Accepted Condition code	X		X			
Description	Description of the code		X				

Figure 3.1.1.1-1 Accepted Condition Lookup Screen

3.1.1.2 CPMS: Injury Compensation - Case Create Screen

The CPMS: Injury Compensation - Case Create screen contains the initial information needed to submit a claim to DOL. The user must create cases by entering the **SSAN**

and Date of Injury and can also enter additional information to support the claim. After inserting the data, the claim information is frozen and cannot be modified or deleted. The Inactive Flag field on this screen can be modified after the claim is created which will cause the claim to not be represented in screens, reports, or aggregates, except for the purpose of displaying inactive claims.

In the first stage of this IC/UC system, all the DOL claims that were loaded did not have an associated local case. The local case “create date” was therefore defaulted to the date the DOL claims were loaded into the IC/CU system. This was necessary in order to avoid the Case Compare Screen pulling up every claim that the individual can view. Since the IC/UC system is fully operational, the local case create date will no longer be populated in this manner.

Figure 3.1.1.2-1 shows the CPMS: Injury Compensation - Case Create screen and Table 3.1.1.2-1 lists the field attributes.

CPMS: INJURY COMPENSATION

Action Edit Form Screens Window

Case Create

Claim Num SSAN Date Of Injury
 Last Name First Middle

Case File Location
 Date CA-1/CA-2 Received
 Date Local Case Created
 Date CA-1/CA-2 Forwarded to OWCP
 Date CA-1/CA-2 Received by OWCP

Supervisor
 Supervisor Phone Num

Dod Component
 Inactive Flag
 Non Dod Flag

Query Next Record Main Menu Reports
 Save Previous Record Exit Create

Claim Number
 Count: *0

Figure 3.1.1.2-1 CPMS: Injury Compensation - Case Create Screen

Table 3.1.1.2-1**CPMS: Injury Compensation - Case Create Screen Field Attributes**

FIELD	DESCRIPTION	QRY	READ	EDIT MAND	EDIT OPT	VAL	POP UP
Claim Num	IC Claim number	X					
SSAN	Social Security Account Number	X					
Date of injury	Date of injury	X				X	
Last Name	Claimant's last name	X					
First (name)	Claimant's first name		X				
Middle (name)	Claimant's middle name		X				
Case File Loc	Location of case file				X		
CA Forms Rcvd	Date that CA forms were received				X	X	
CA Fwd to OWCP	Date that CA forms were forwarded to Office of Workers Compensation Program				X	X	
Received OWCP	Date that DOL received injury claim		X			X	
Supervisor	Claimant's supervisor name				X		
Supr Phone	Claimant's supervisor phone number				X		
Loc Case Create	Initial case create date (non DOL created)		X			X	
DoD Component	Claimant's DoD component		X				
Inactive Flag	Delete personnel record flag				X		
Non-DoD Flag	No personnel record exists flag		X				

3.1.1.3 CPMS: Injury Compensation - Injury Screen

The CPMS: Injury Compensation - Injury screen contains information pertaining to an IC claimant's injury. On this screen there are seven validation buttons to prevent incorrect entry and to check the meaning of the individual codes. Figure 3.1.1.3-1 shows the CPMS: Injury Compensation - Injury screen and Table 3.1.1.3-1 lists the field attributes.

CPMS: INJURY COMPENSATION

Action Edit Form Screens Window

Injury

Claim Num SSAN Date Of Injury
 Last Name First Middle

H Nature Of Injury
 Cause Of Injury
 Extent Of Injury
 Anatomical Location
 FEHB Plan
 FEGLI Status
 Third Party Indicator
 Date Of Death
 Fatal Flag
 Handicap Reportable
 Rehab Indicator
 Rehab Status Date

Query Next Record Main Menu Reports
 Save Previous Record Exit

Claim Number
 Count: *0

Figure 3.1.1.3-1 CPMS: Injury Compensation - Injury Screen

Table 3.1.1.3-1 CPMS: Injury Compensation - Injury Screen Field Attributes

		QRY	READ	EDIT MAND	EDIT OPT	VAL	POP UP
FIELD	DESCRIPTION						
Claim Num	IC Claim number	X					
SSAN	Social Security Account Number	X					
Date of injury	Date of injury	X				X	
Last Name	Claimant's last name	X					
First (name)	Claimant's first name		X				
Middle (name)	Claimant's middle name		X				
Nature of Injury	Nature of injury		X				X
Date of Death	Date of death		X			X	
Cause of Injury	Cause of injury		X				X
Fatal Flag	Flag indicating if death is related to claimed injury		X				
Extent of Injury	Extent of injury		X				
Handcp Rprtbl	Reportable handicap		X				
Anatom Loc	Anatomical location of injury		X				X
FEHB Plan	Fed. Emp. Health Benefits plan indicator		X				X
Rehab Indic	Rehabilitation indicator		X				X
FEGLI Stat	Fed. Emp. Group Life Ins. status		X				X
Rehab Date	Date rehabilitation occurred		X			X	
Third Prty Indic	Third party responsible for claims indicator		X				X

3.1.1.4 CPMS: Injury Compensation - Benefits Screen

The CPMS: Injury Compensation - Benefits screen displays information concerning the claimant's benefits, including light duty dates, COP tracking, and recurrence information. The information pertaining to COP, recurrence and light duty appears in separate scrolling regions that hold up to fifty records. Figure 3.1.1.4-1 shows the CPMS: Injury Compensation - Benefits screen and Table 3.1.1.4-1 lists the field attributes.

CPMS: INJURY COMPENSATION

Action Edit Form Screens Window

Benefits

Claim Num SSAN Date Of Injury
 Last Name First Middle

CONTINUATION OF PAY

Start Date	End Date	Cost	Length
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

RECURRENCE

Start Date	End Date
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

LIGHT DUTY

Start Date	End Date
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Query Next Record Main Menu Reports
 Save Previous Record Exit

Claim Number
 Count: *0

Figure 3.1.1.4-1 CPMS: Injury Compensation - Benefits Screen

Table 3.1.1.4-1 CPMS: Injury Compensation - Benefits Screen Field Attributes

		QRY	READ	EDIT MAND	EDIT OPT	VAL	POP UP
FIELD	DESCRIPTION						
Claim Num	IC Claim number	X					
SSAN	Social Security Account Number	X					
Date of injury	Date of injury	X				X	
Last Name	Claimant's last name	X					
First (name)	Claimant's first name		X				
Middle (name)	Claimant's middle name		X				
COP Start Date	Continuation of pay starting date				X	X	
COP End Date	Continuation of pay ending date				X	X	
COP Cost	Continuation of pay cost				X		
COP Length	Continuation of pay length of time				X		
Recurrence Start Date	Injury recurrence starting date				X	X	
Recurrence End Date	Injury recurrence ending date				X	X	
Light Duty Start Date	Light duty starting date				X	X	
Light Duty End Date	Light duty ending date				X	X	

3.1.1.5 CPMS: Injury Compensation - Payments Screen

The CPMS: Injury Compensation - Payments screen displays information regarding the payments made on the claimant's behalf. All pay information is contained in a scrolling area that is capable of buffering up to 350 records. Payments are sorted by date, in descending order (i.e., most recent first). Figure 3.1.1.5-1 shows the CPMS: Injury Compensation - Payment screen and Table 3.1.1.5-1 lists the field attributes. The **More** button in the middle of the screen is to allow the user to pull up additional information as shown in Figure 3.1.1.5-2. The **Return** button will return the user to the initial payment screen.

CPMS: INJURY COMPENSATION

Action Edit Form Screens Window

Medical Payments

Claim Num [Masked] SSAN [] Date Of Injury []

Last Name [] First [] Middle []

Payment Amount	Date Paid	Procedure Code	Charge Amount	Date Of Service	Provider Tax Id

MORE

Query Next Record Main Menu Reports

Save Previous Record Exit

Claim Number
Count: *0

Figure 3.1.1.5-1 CPMS: Injury Compensation - Medical Payments Screen
(Part 1)

CPMS: INJURY COMPENSATION			
Action Edit Form Screens Window			
Medical Payments			
Claim Num	SSAN	Date Of Injury	
Last Name	First	Middle	
Provider Tax Id	Procedure Code	Appeals Code	
Date Of Service	Appeals Code	Modifier Code	
Date Bill Rcvd	Adjustment Date	Payment Amount	
Date Paid	Payment Category	RETURN	
Charge Amount			
Ineligible Amount			
Ineligible Code			
Query		Next Record	Main Menu
Save		Previous Record	Exit
Physician's Tax Identification Number			
Count: *0			

Figure 3.1.1.5-2 CPMS: Injury Compensation - Medical Payments Screen
(Part 2)

Table 3.1.1.5-1 CPMS: Injury Compensation - Payments Screen Field Attributes

		QRY	READ	EDIT MAND	EDIT OPT	VAL	POP UP
FIELD	DESCRIPTION						
Claim Num	IC Claim number	X					
SSAN	Social Security Account Number	X					
Date of injury	Date of injury	X				X	
Last Name	Claimant's last name	X					
First (name)	Claimant's first name		X				
Middle (name)	Claimant's middle name		X				
Payment Amount	Payment amount due for services rendered due to injury		X				
Date Paid	Date that payment amount due was paid		X			X	
Adjustment Date	Adjustment date		X			X	
Proced Code	Procedure code		X				X
Modif Code	Modifier code		X				
Appls Code	Appeals code		X				
Payment Category	Payment category code		X				
Provider Tax ID	Physician's tax identification number		X				
Date of Service	Date medical service is provided		X				
Date Bill Received	Date Bill is received by DOL		X				
Charge Amount	Charge amount		X				
Ineligible Amt	Ineligible amount		X				
Ineligible Code	Ineligible code		X				

3.1.1.5.1 Procedure Code (CPT-4) Lookup

This Procedure Code (CPT-4) lookup screen allows the user to query the description of an entered procedure code. Figure 3.1.1.5.1-1 shows the screen and Table 3.1.1.5.1-1 lists the field attributes of the Procedure Code lookup screen. To access this screen, the user must press the button next to the procedure code field on the second Payments screen. The Procedure Code screen will display as an overlaying screen. The user must enter the code in the code field and then press the **Search** button. The system will query for the description of the code and will populate the description field with the description. If no such code exists, a message will appear on the status line stating the query caused no records to be retrieved. To exit the Procedure Code lookup screen, the user must press the **Cancel** button.

Table 3.1.1.5.1-1 Procedure Code (CPT-4) Lookup screen

		QRY	READ	EDIT MAND	EDIT OPT	VAL	POP UP
FIELD	DESCRIPTION						
Code	Procedure code	X		X			
Description	Description of the code		X				

Query for Procedure Code [CPT4] Description

Code

Description

Search Cancel

Figure 3.1.1.5.1-1 Procedure Code Lookup Screen

3.1.1.6 CPMS: Injury Compensation - Pay Elements Screen

The CPMS: Injury Compensation - Pay Elements screen contains information concerning the claimant's pay elements. Figure 3.1.1.6-1 shows the CPMS: Injury Compensation - Pay Elements screen and Table 3.1.1.6-1 lists the field attributes.

CPMS: INJURY COMPENSATION

Action Edit Form Screens Window

Pay Elements

Claim Num [] SSAN [] Date Of Injury []
 Last Name [] First [] Middle []

Position Title []
 Start Position [] Basic Hourly Rate []

Civ Emp Cat Grp [] Work Schedule [] Pay Plan [] Asg Civ Art Id []
 Env Dif Pay [] Pay Rate Determ [] Series [] Reserve Category []
 Pay Basis [] Employment Type [] Grade [] National Guard Tech Id []
 Prem Pay Ind [] Appointment Type [] Step []

Query Next Record Main Menu Reports
 Save Previous Record Exit

Claim Number
 Count: *0


Figure 3.1.1.6-1 CPMS: Injury Compensation - Pay Elements Screen

Table 3.1.1.6-1 CPMS: Injury Compensation - Pay Elements Screen Field Attributes

FIELD	DESCRIPTION	QRY	READ	EDIT MAND	EDIT OPT	VAL	POP UP
Claim Num	IC Claim number	X					
SSAN	Social Security Account Number	X					
Date of injury	Date of injury	X				X	
Last Name	Claimant's last name	X					
First (name)	Claimant's first name		X				
Middle (name)	Claimant's middle name		X				
Pos Title	Official title of position		X				
Strt Position	Date of current position start		X				
Basic Hourly Rate	Hourly salary		X				
Civ Emp Cat Grp	Category of civilian employee group		X				
Wrk Schedule	Work schedule		X				
Pay Plan	Pay plan		X				
Env Diff Pay	Environmental differential pay		X				
Pay Rate Determ	Pay Rate Determinant		X				
Series	Occupational series		X				
Pay Basis	Basis of pay		X				
Emplmnt Type	Type of employment		X				
Grade	Grade		X				
Prem Pay Ind	Premium pay indicator		X				
Appt Type	Appointment type		X				
Step	Step in Grade Civilian		X				
Asg Civ Art Id	Assigned Civilian Reserve Technician identifier		X				
Resrv Cat	Reserve category		X				
Nat Guard Tech ID	National Guard Technician identifier		X				

3.1.1.7 CPMS: Injury Compensation - Additional Information Screen

The CPMS: Injury Compensation - Additional Information screen contains pertinent personnel information not captured on other screens. Figure 3.1.1.7-1 shows the CPMS: Injury Compensation - Additional Information screen and Table 3.1.1.7-1 lists the field attributes.

CPMS: INJURY COMPENSATION			
Action Edit Form Screens Window			
Additional Claimant Information			
Claim Num	<input type="text"/>	SSAN	<input type="text"/>
Date Of Injury	<input type="text"/>		
Last Name	<input type="text"/>	First	<input type="text"/>
		Middle	<input type="text"/>
	Date Local Case Create	<input type="text"/>	Date DoL Case Create
	Date CA-1/CA-2 Rcvd	<input type="text"/>	Date DoL Case Open
	Date CA-1/CA-2 Fwd to OWCP	<input type="text"/>	Date DoL Case Close
	Date CA-1/CA-2 Rcvd by OWCP	<input type="text"/>	Date DoL Case Reopen
Case File Location	<input type="text"/>	Dep Flag	<input type="text"/>
Org Component	<input type="text"/>	ID	<input type="text"/>
SCDCiv Date	<input type="text"/>	PD	<input type="text"/>
		Comp Claim Date	<input type="text"/>
		Status Indic	<input type="text"/>
		Controv Indic	<input type="text"/>
Query		Next Record	Main Menu
Save		Previous Record	Exit
Reports			

Claim Number
Count: *0

Figure 3.1.1.7-1 CPMS: Injury Compensation - Additional Information Screen

Table 3.1.1.7-1 CPMS: Injury Compensation - Additional Information Screen Field Attributes

		QRY	READ	EDIT MAND	EDIT OPT	VAL	POP UP
FIELD	DESCRIPTION						
Claim Num	IC Claim number	X					
SSAN	Social Security Account Number	X					
Date of injury	Date of injury	X				X	
Last Name	Claimant's last name	X					
First (name)	Claimant's first name		X				
Middle (name)	Claimant's middle name		X				
Date Local Case Create	Date That local case is created		X				
Date CA-1/CA-2 Rcvd	Date That Form is received at CCPO		X				
Date CA-1/CA-2 Fwd to OWCP	Date that forms are sent to OWCP		X				
Date CA-1/CA-2 Rcvd by OWCP	Date that forms are received at OWCP		X				
DOL Case Create	Date that DOL created a record of the claim		X			X	
Comp Claim Date	Date that claim for compensation is filed		X			X	
DOL Open	Date that OWCP opens the claim		X			X	
Status Indic	DOL claim status indicator		X				
DOL Close	Date that DOL closed the claim		X			X	
Controv Indic	Indicator specifying where the claim will be contested		X				
DOL Reopen	Date that DOL reopened a claim		X			X	
SCD Civ Date	Services Computation date (Civilian)		X			X	
Org Component	Organizational component indicating assignment of claimant		X				
Dep Flag	Dependent indicator specifying if claimant has dependents		X				
PD	Paying district		X				
ID	Initiating district		X				
Case File Location	Location of case field				X		

3.1.1.8 CPMS: Injury Compensation - Notes Screen

The CPMS: Injury Compensation - Notes screen is provided to display notes regarding each case. This screen allows the user to enter up to two pages of free-form text for each claim. Figure 3.1.1.8-1 shows the CPMS: Injury Compensation - Notes screen and Table 3.1.1.8-1 lists the field attributes.

CPMS: INJURY COMPENSATION

Action Edit Form Screens Window

Notes

Claim Num SSAN Date Of Injury
 Last Name First Middle

Notes

Query Next Record Main Menu Reports
 Save Previous Record Exit

Claim Number
 Count: *0

Figure 3.1.1.8-1 CPMS: Injury Compensation - Notes Screen

Table 3.1.1.8-1
CPMS: Injury Compensation - Notes Screen Field Attributes

		QRY	READ	EDIT MAND	EDI T OPT	VAL	POP UP
FIELD	DESCRIPTION						
Claim Num	IC Claim number	X					
SSAN	Social Security Account Number	X					
Date of injury	Date of injury	X				X	
Last Name	Claimant's last name	X					
First (name)	Claimant's first name		X				
Middle (name)	Claimant's middle name		X				
Notes	Free text notes				X		

3.1.1.9 CPMS: Injury Compensation - Compensation Payments


The CPMS: Injury Compensation - Compensation Payments screen displays information regarding the compensation payments made on the claimant's behalf. All compensation pay information is contained in a scrolling area that is capable of buffering up to 350 records. Compensation Payments are sorted by Date of Check, in descending order (i.e., most recent first). Figure 3.1.1.9-1 shows the CPMS: Injury Compensation - Compensation Payment screen and Table 3.1.1.9-1 lists the field attributes. The More button in the middle of the screen allows the user to pull up additional information about a specific compensation payment record as shown in Figure 3.1.1.9-2. The Return button will return the user to the initial compensation payment screen. Figure 3.1.1.9-1 shows Part 1 of the CPMS: Injury Compensation - Compensation Payments Screen, and Figure 3.1.1.9-2 shows Part 2 of the screen. Table 3.1.1.9-1 lists the field attributes.

CPMS: INJURY COMPENSATION
 Action Edit Form Screens Window

Compensation Payments

Claim Num SSAN Date Of Injury
 Last Name First Middle

Payment Amount	Pay Period From	To	Date of Check	Roll Type	Pay Type


 MORE

Query Next Record Main Menu Reports
 Save Previous Record Exit

Claim Number
 Count: *0

**Figure 3.1.1.9-1 CPMS: Injury Compensation - Compensation Payments Screen
 (Part 1)**

CPMS: INJURY COMPENSATION

Action Edit Form Screens Window

Compensation Payments

Claim Num	<input type="text"/>	SSAN	<input type="text"/>	Date Of Injury	<input type="text"/>
Last Name	<input type="text"/>	First	<input type="text"/>	Middle	<input type="text"/>

Comp Amount	<input type="text"/>	Payee	<input type="text"/>
Deduction	<input type="text"/>	Address	<input type="text"/>
Health Benefits	<input type="text"/>	City	<input type="text"/>
Total Life Insurance	<input type="text"/>	State	<input type="text"/>
Payment Amount	<input type="text"/>	Zip	<input type="text"/>
PR Expiration Date	<input type="text"/>		
Health Bene Transfer Flag	<input type="text"/>	Payee Relationship	<input type="text"/>
Rate of Compensation	<input type="text"/>	Charge Back Code	<input type="text"/>

Codes v v

Query	Next Record	Main Menu	Reports
Save	Previous Record	Exit	

Compensation Payment Amount
Count: *0

Figure 3.1.1.9-2 CPMS: Injury Compensation - Compensation Payments Screen
(Part 2)

Table 3.1.1.9-1

CPMS: Injury Compensation - Compensation Payments Screen Field Attributes

FIELD		QRY	READ	EDIT MAND	EDIT OPT	VAL	POP UP
	DESCRIPTION						
Claim Num	IC Claim number	X					
SSAN	Social Security Account Number	X					
Date of injury	Date of injury	X				X	
Last Name	Claimant's last name	X					
First (name)	Claimant's first name		X				
Middle (name)	Claimant's middle name		X				
Payment Amount	Compensation Payment amount paid		X				
Pay Period From	Beginning date of the Pay Period		X			X	
Pay Period To	Ending date of the Pay Period		X			X	
Date of Check	Date the Check was cut		X				
Roll Type	Category of payment; periodic (P), supplemental (S), death (D)		X				
Pay Type	Type of payment; disability (1), termination (6), death (7)		X				
Comp Amount	Total compensation amount		X				
Health Benefits	Deduction for health benefits		X				
Health Benefits Code	FEHB Code		X				X
Total Life Insurance	Deduction for life insurance		X				
Life Insurance Code	FEGLI Code		X				X
Payment Amount	Net compensation amount		X				
PR Expiration Date	Last date payments to be made		X				
Health Bene Transfer Flag	Indicates the transfer of health benefits from employing agency to DFEC		X				
Rate of Compensation	Percent of pay that employee will be paid		X				
Payee	Payee's name		X				
Address	Payee's address - street		X				
City	Payee's address - city		X				
State	Payee's address - state		X				
Zip	Payee's address - zip		X				
Payee Relationship	Relationship of the payee to the employee		X				X
Charge Back Code	Agency charge back code		X				

3.1.2 Create an IC Claim

In order to create a claim the user must do the following:

- (1) Press the **Create** button at the bottom of the Case Create screen. Once this button is pressed the SSAN and Date of Injury fields will go from gray to white.
- (2) The user must then enter both SSAN and Date of Injury, and optionally the user may enter information into the yellow fields.
- (3) The user must then press the **Save** button to create and save the new claim. If the SSAN or Date of Injury is blank, a message will appear requiring the user to enter a SSAN and Date of Injury as shown in Figure 3.1.2-1. If required fields are populated, the application will first check for an IC claim that might already exist for the SSAN and Date of Injury. If a claim already exists a message will appear as seen in Figure 3.1.2-2. If there is no duplicate claim, the application will then verify if the SSAN exists in Civ Pers. If it does, a negative claim number will be assigned to the claim and saved in the database. If the SSAN does not exist in the database then a message will appear as shown in Figure 3.1.2-3 and the user will not be able to create the claim.

More than one claim based on the same social security number and date of injury can exist in the database. For example, if someone is injured in their office and then the ambulance taking the person to the hospital gets in an accident. This individual has two injury claims based on the same date of injury. When the IC user creates a local claim on this person, he or she will enter the same SSAN and Date of Injury. The two local claims will be identical except for the yellow optional fields such as Case File Location and the Notes. [If a warning message appears (see figure 3.1.2.-2), then press the “continue” key to complete case create action on the second claim.]. When the DOL monthly case create tape arrives, it will contain two unique DOL claim numbers for the two injuries. When the DOL tape is loaded, the load process cannot differentiate which local claim belongs to which DOL claim number. The first DOL claim number will associate with the first local temp claim it finds. The next DOL claim number will associate with the next local temp claim. It is possible that the two DOL claim numbers could attach to the incorrect local claim. The user must be aware of this situation and will need to make the necessary changes to the yellow optional fields such as the Notes field or the Case File Location field to correspond with the correct IC claim. This is the only change the user needs to do.

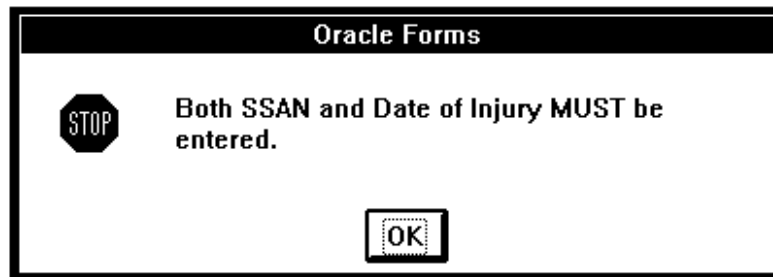


Figure 3.1.2-1 Create Process Message - Enter both SSAN and DOI

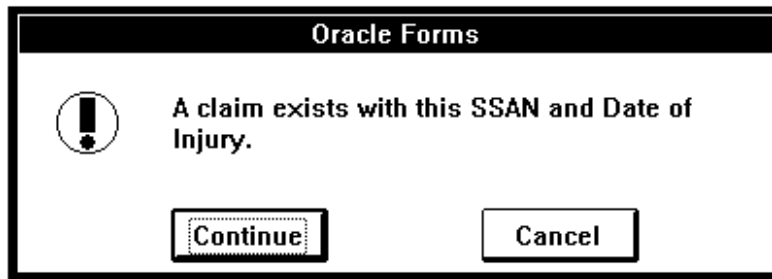


Figure 3.1.2-2 Create Process Message - Duplicate Claims

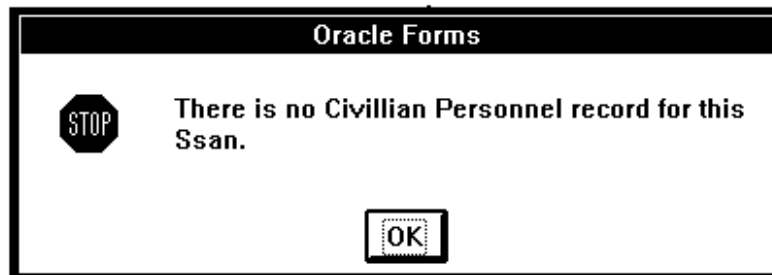


Figure 3.1.2-3 Create Process Message - No Civilian Personnel Record

3.1.3 Query a Claim

A claim can be queried from any of the ten IC screens described in section 3.1.1. The user must press the **Query** button found at the bottom of the screens. When the button is pressed a screen will appear with four yellow fields matching the header on each of the nine screens as shown in Figure 3.1.3-1. These fields are the SSAN, Last Name, Date of Injury and Claim Number. The user can enter a combination of data into these fields to limit the query or not enter any value in which case all the data the user has access to will be retrieved. The user can enter a query in a field by using an "%" followed by a letter,

number or partial word to retrieve any claim with data in that field that starts with the letter, number or partial word. Another alternative is to use the "**%(letter, number or partial word)%**" to find this combination anywhere within the data field. If the user enters a claim number that is less than 9 characters in length, then the claim number must be padded with blanks between the OWCP District Office designator and the actual case number (e.g., 16-12345 is entered as 160012345).

To start the query, press the **Execute Query** button. All the records matching the query criteria will be retrieved. The first record retrieved will appear in the screens. To see other records retrieved use the **Next Record** and **Previous Record** buttons.

The image shows a graphical user interface window titled "Query". It contains four text input fields stacked vertically, each with a label to its left: "Claim Num", "SSAN", "Last Name", and "Date Of Injury". Below these input fields, there are two rectangular buttons side-by-side. The left button is labeled "Execute Query" and the right button is labeled "Cancel Query". The entire window is enclosed in a black border.

Figure 3.1.3-1 CPMS IC Query Window

If the SSAN is entered alone all the past and present claims will be retrieved for the specific SSAN. If the Date of Injury is entered alone all the claims that exist with that date will be retrieved regardless of the particular SSAN. If the Last Name is entered alone all the past and present claims will be retrieved, however the most recently created claim will appear first. The user can then step through the old claims by using the **Next Record** and **Previous Record** buttons. If the Claim Number is entered alone only one record will be returned. If the user does not have access to data which is restricted by security levels built-into the system or there is no data matching the query criteria a message will appear alerting the user that there is no information as shown in Figure 3.1.3-2.

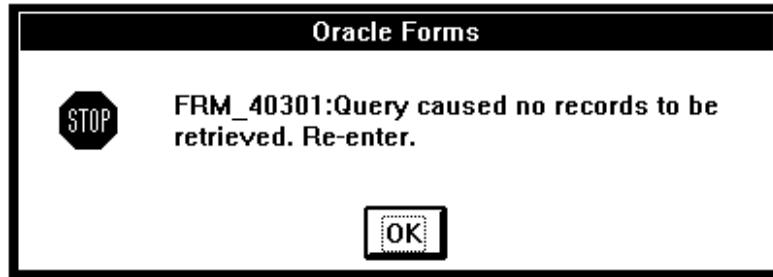


Figure 3.1.3-2 CPMS IC Query - No Records Retrieved Message

3.1.4 Update an Existing Claim

The user can update an existing claim only if the fields are yellow. The gray fields are read only and can not be changed. If a gray field must be changed the user must contact their DoD Liaison office.

In order to update a claim the user must enter or change data in as many of the yellow fields as applicable across all nine screens and then press the **Save** button on any of the nine screens. The user can make as many changes as are necessary, but only to the optional fields (yellow).

If any changes are made to a queried claim, without saving the information and the **Next Record** or **Previous Record** buttons are pressed, a message may appear asking if the changes should be saved. At this time the user may press **YES** to save the changes, or **NO** to not save the changes or **Cancel** to cancel the **Next Record** or **Previous Record** functions.

3.1.5 Database Updates

On a monthly basis a tape from Department of Labor (DOL) is loaded into the database that will check for a SSAN and Date of Injury. If a claim exists for this information and a negative claim number is present, the DOL tape will insert the new information received and will change the negative claim number to the DOL claim number. The following fields are received from DOL:

Accepted condition, Adjudication Date, Adjudication Status, Adjustment Date, Anatomical Location, CA forms received date, CA forwarded to OWCP date, Case file location, Case origin, CCPO of origin, Charge Amount, Chargeback code, Claim number, Claimant's Street, Claimant's City, Claimant's State, Claimant's Zip Code, Claimant's Phone number, Claim type, Compensation Bill Amount, Compensation Bill Number, Compensation Claim Date, Compensation

Claim Indicator, Compensation Cost Total, Controversion Indicator, COP cost, COP end date, COP start date, COP length, Current Case Status, Current Claim Status Date, Date Bill Received, Date of Death, Date of Service, Date Paid, Date Received OWCP, Dependent Flag, DOL Case Closed Date, DOL Case Create Date, DOL Case Open Date, DOL Case Reopen Date, DTG Update Date, Extent of Injury, Inactive Flag, Ineligible Amount, Ineligible Code, Initial district, Injury Zip Code, Last Update Date, Light Duty End Date, Light Duty Start Date, Medical Cost Total, Medical Bills Amount, Medical Bills Number, Modifier Code, Nature of Injury, Original CCPO, Original Status, OSHA Site Code, OSHA Source, OSHA Type, Paying district, Payment Amount, Payment Category, Primary Flag, Procedure Code, Projected Lifetime Costs, Provider City, Provider Name, Provider Phone Number, Provider Salutory Name, Provider State, Provider Street 1, Provider Street 2, Provider Tax Id, Provider Type, Provider Zip Code, Quarter, Recurrence End Date, Recurrence Start Date, Rehabilitation Date, Rehabilitation Indicator, Social Security Number, Status Date, Status Indicator, Supervisor, Supervisor Phone Number, Third Party Indicator, Type of Status and Year.

The information received from DCPDS/DBMS are the remaining fields in the CIVPERS database. This information is received on a monthly basis and inserted into the CIVPERS database.

3.2 CPMS: INJURY COMPENSATION - Tickler Screen

The CPMS: Injury Compensation - Tickler screen is provided to track actions on a time-sensitive basis, concerning a certain IC claim. Figure 3.2-1 shows the CPMS: Injury Compensation Tickler screen and Table 3.2-1 lists the field attributes.

CPMS: INJURY COMPENSATION

Action Edit Form Screens Window

IC TICKLER

Claim Number	Last Name	First Name	Tickle Date	Act Cat	Description	Date Opened	Date Closed

Query Clear Save Main Menu

FRM-40350: Query caused no records to be retrieved.
Count: *0

Figure 3.2-1 CPMS: INJURY COMPENSATION - Tickler Screen

Table 3.2-1
CPMS: INJURY COMPENSATION - Tickler Screen Field Attributes

		QRY	READ	EDIT MAND	EDI T OPT	VAL	POP UP
FIELD	DESCRIPTION						
Claim Num	IC claim number			X			
Last Name	Claimant last name		X				
First Name	Claimant first name		X				
Tickle Date	Date of tickler record entry			X			
Act Cat	Code indicating the category of tickler entry				X		
Description	Tickler descriptive text			X			
Date Opened	Date that tickler was initiated		X				
Date Closed	Date that tickler was closed				X		

3.2.1 IC Tickler Screen Query Process

When the Tickler screen is first entered, the application will query for the user's tickler records. The screen will temporarily freeze until the query is finished. If the user wants to query again, the user needs to press the **Query** button. The screen will temporarily freeze again while querying for the data. Once a query retrieves information, the user may only change the description field and action category. If any of the other items need to be changed, the user will have to close this tickler and create a new tickle.

3.2.2 IC Tickler Screen Close Tickle Process

To close a tickle, the user needs to type in a date in the Date Closed field. The date closed must be equal to or greater than today's date. Once a tickle is closed it cannot be viewed again.

3.2.3 IC Tickler - Create Process

To create a tickle, the user types in the claim number, and presses the **Return** button. The application then checks if the user has access to the claim number and/or if a claim number exists. If access is denied, a message will appear. If access is granted, then the last and

first name will appear on the screen. The user must enter a tickle date. The tickle date is the date action must be taken on a particular claim. The user must also enter a description of what needs to be done. The button next to the description is an editor providing a larger view for the user. The Act Cat is the user's personal action category code. It is an optional field. The user may put a single character (A-2, 1-9) as the code. The date opened field is populated once the tickle date field is filled. If the user decides to delete this record, the user can press the **Clear** button.

3.2.4 IC Tickler Save Process and Exit Process

If the user wants to save the new tickle or save changes to an existing tickle, then press the **Save** button. The screen will temporarily freeze while saving. When the save is complete the screen will clear.

If the user wants to return to the Main Menu, then press the **Main Menu** button. Make sure all changes are saved before exiting, otherwise all unsaved changes will be lost.

3.3 CPMS: INJURY COMPENSATION - Case Compare Screen

The CPMS: Injury Compensation - Case Compare screen displays cases (claims) which have been created locally but have not yet been assigned DOL claim numbers and cases that have been created by DOL but have not been created locally. Figure 3.3-1 shows the CPMS: Injury Compensation - Case Compare screen and Table 3.3-1 lists the field attributes.

The user needs to press the **Query** button to retrieve the applicable records onto the screen. Querying will temporarily freeze the screen until all the records are retrieved.

To accept a DOL created record that does not have a locally created record, press the **Accept** button. This will put today's date into the Local Case Create Date field. To not accept, press the **Accept** button again. To save all the accepts, press the **Save** button. To return to the main menu press the **Main Menu** button. The user should make sure all changes are saved before exiting, otherwise all unsaved changes will be lost.

In the first stage of this IC/UC system, all the DOL claims loaded did not have local claims so the local case created date was defaulted to the date the claims were loaded. This was necessary in order to avoid the Case Compare Screen pulling up every claim that the

individual can view. Since the IC/UC system is fully operational, the local case create date will no longer be populated by the system.

CPMS: INJURY COMPENSATION

Action Edit Form Screens Window

Case Compare

Claim Num	SSAN	Local Case Create Date	DOL Case Create Date

Query Accept Save Main Menu

Claim number
Count: *0

Figure 3.3-1 CPMS: INJURY COMPENSATION - Case Compare Screen

Table 3.3-1

CPMS: INJURY COMPENSATION - Case Compare Screen Field Attributes

		QRY	READ	EDIT MAND	EDI T OPT	VAL	POP UP
FIELD	DESCRIPTION						
Claim Number	Injury claim number		X				
SSAN	Social Security Account Number		X				
Local Date	Date local case was created (Non DOL)				X		
DOL Date	Date DOL created a case record		X				

3.4 IC Reports

In addition to IC application screens, the IC Application Function provides the capability to generate standard reports which are listed in Table 3.4-1.

Table 3.4-1 IC Application Reports

<u>Report Title</u>	<u>Description</u>
CPMS: INJURY COMPENSATION - Claimant Report with Address	Display/listing of claimant information including current medical and compensation costs by case status date. Search criteria is based upon user input of case status date range.
CPMS: INJURY COMPENSATION - Periodic Summary	Display/listing of totals of claimant medical and compensation costs by current and previous fiscal years cumulative by quarters and ordered by charge back code. Search criteria is based upon user input of fiscal year.
CPMS: INJURY COMPENSATION - Chargeback Code Cost Summary	Display/listing of medical/compensation costs and case count by charge back code for a specified quarter and year range. Search criteria is based upon user input of quarter and year range.
CPMS: INJURY COMPENSATION - Workers' Compensation Medical Payments	Display/listing of service provider information including medical costs for a specific claim number. Search criteria is based upon user input of service provided date range and claim number.
CPMS: INJURY COMPENSATION - Tickler Information	Display/listing of suspense/tickler information by tickler access date range. Search criteria is based upon user input of tickler access date range.
CPMS: INJURY COMPENSATION - AMC Workers' Comp. Pgm. Cumulative Summary	Display/listing of medical and compensation costs, cumulative by quarter and number of claims ordered by chargeback code and CCPO. Search criteria is system generated, no user input is required.
CPMS: INJURY COMPENSATION - Federal Employee's Comp. Sys. Activity Compensation Roll	Display/listing of quarterly medical/compensation costs by chargeback code and UIC. Search criteria is based upon user input of quarter and year range.

CPMS: INJURY COMPENSATION - Detailed ChargeBack Billing List	Display/listing of detailed billing information for all active claims. Search criteria is based upon user input of quarter and year date range.
CPMS: INJURY COMPENSATION - Comp. Costs by Nature of Injury	Display/listing of total medical and compensation costs for nature of injury and charge back code. Search criteria is based upon user input of quarter and year range.
CPMS: INJURY COMPENSATION - Detailed Chargeback Billing List for Specific Period	Display/listing of number/cost of medical payments, number/ cost of compensation payments grouped by chargeback code and DOL CCPO for a specific quarter and year. Search criteria is based upon user input of quarter and year.
CPMS: INJURY COMPENSATION - FECA Monthly Statement (Table II)	Display/listing of injury information for claims created within a specific month for a range of chargeback codes. Search criteria is based upon user input of chargeback code, month and year ranges.
CPMS: INJURY COMPENSATION - Compensation Payments	Displays a listing of compensation payments for a claim for a specified time period. Search criteria is based on the claim number, start period date, and end period date. Only those pay periods that fall within the “start” and “end” dates will be displayed.

3.4.1 Accessing IC Reports

The IC reports listed in Table 3.4-1 may be initiated from any IC application screen by pressing the **Reports** button. Upon selection of the IC reports option, an IC Reports menu is displayed as shown in Figure 3.4-1. To select a report, press the button next to the report name and then press **Run Report** button. This will display the Input screen for the report chosen.

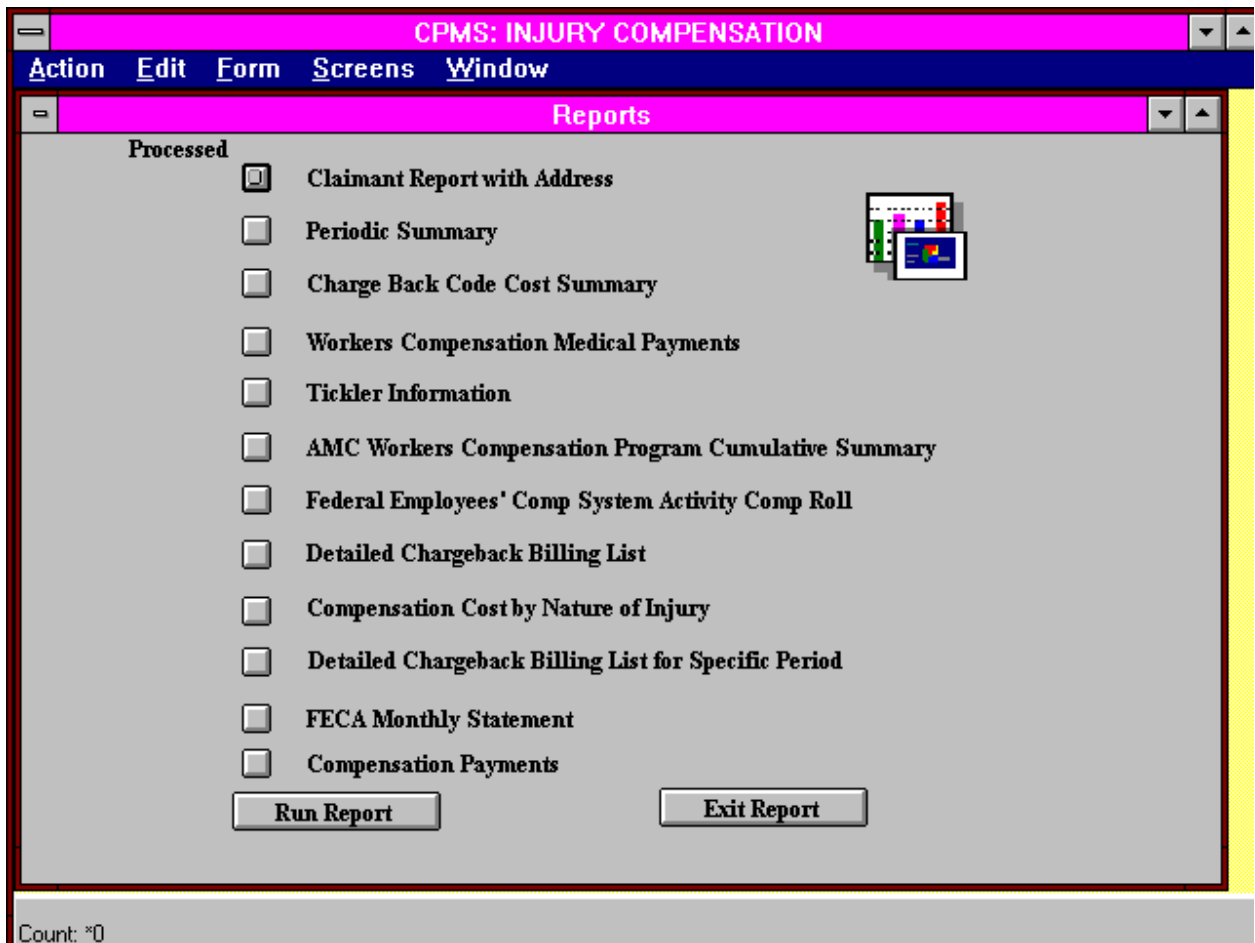


Figure 3.4-1 IC Reports Menu

3.4.2 Report Descriptions and Options

A description of each report is shown in Table 3.4-1. Each report will have different input requirements. A description of each different input requirement is shown in Table 3.4-2. Each report has the items DesType and DesName. DesType is the destination type which includes Printer, File, Screen. DesName is the file name if File is the chosen DesType.

3.4.2 Creating a Report

When a report is selected and the report input screen is displayed, the user has several options on how to save and print the report.

The user may choose DesType Printer and the report will output from the printer. When Printer option is chosen, the user must make sure he or she is connected to a printer and

that the correct printer is selected. To choose the desired printer, go to the Menu Option File - Print Setup option.

If the user wants to save the report to a file, choose the DesType File and type in a filename in the desname field. The file will be saved in the ICUCRPT directory unless the user types in a different path when entering the filename. The file will be saved in the language of the printer the user has set to be the primary active printer. If the printer is a PostScript printer, the user will save the report as Post Script which cannot be read from a word processor. The user can print the file directly from DOS command line. The file will print properly if the user is connected to a Post Script printer. If the primary active printer is Generic/Text, the report is saved as ASCII and all formatting is lost but the user may read the file in a word processor.

If the user wants to print the report to the screen, choose the DesType Screen. When a report is printed to the screen, the user then has the option of Canceling or Saving the file to a report or Printing. To print, press the **Print** button. From the print window that appears the user may choose to print directly to the printer or print to a file (saves report as file) by selecting the Print To File box. The report output to printer or to file is dependent on the printer that is the primary active printer for the computer.

When all information is entered in the Report Input screen, press the **Run** button to create the report. While the report is running, the screen will temporarily freeze.

Table 3.4-2 IC Reports Input Requirements

<u>Report Title</u>	<u>Input Requirements</u>
CPMS: INJURY COMPENSATION - Claimant Report w/Address	Start and End date of current case status date
CPMS: INJURY COMPENSATION - Periodic Summary	Current fiscal year.
CPMS: INJURY COMPENSATION - Chargeback Cost Summary	Quarter and Year
CPMS: INJURY COMPENSATION - Workers' Compensation Medical Payments	Claim Number , Begin and End date of Date of Service.
CPMS: INJURY COMPENSATION - Tickler Information	Starting Date for the Tickle Date
CPMS: INJURY COMPENSATION - AMC Workers' Comp. Pgm. Cumulative Summary	Current Fiscal year
CPMS: INJURY COMPENSATION - Federal Employees' Comp. Sys. Activity Compensation Roll	Quarter and Fiscal Year
CPMS: INJURY COMPENSATION - Detailed Charge Back Billing List	Quarter and Fiscal Year
CPMS: INJURY COMPENSATION - Comp. Cost by Nature of Injury	No input requirement.
CPMS: INJURY COMPENSATION - Detailed Chargeback Billing List for Specified Period	Quarter and Fiscal Year
CPMS: INJURY COMPENSATION - FECA Monthly Statement (Table II)	Chargeback code range, Quarter, and Fiscal Year
CPMS: INJURY COMPENSATION - Compensation Payments	Claim Number, Begin Date of period paid, and End Date of period paid.

3.5 IC Correspondence

Injury Compensation correspondence are available under the ICLETTER directory. These letters are in the form of templates and are in DOS Text format (i.e., ASCII) that can be opened in any text editor or window editor that can convert ASCII (e.g., Word for Windows, WordPerfect for Windows, etc.). Table 3.5-1 lists the files and contents of the ICLETTER directory.

Table 3.5-1 ICLETTER Directory Contents

File Name	Contents
clmcmp.ltr	Claiming Compensation Letter/CA-7
cntclm.ltr	Controversion of Claim Letters <ul style="list-style-type: none"> - Injury Not Incurred in Performance of Duty Letter - Causal Relationship Not Established by Medical Evidence Letter - Occupational Illness Not Caused by Employment Factors Letter
cntcop.ltr	Controversion of COP Letters <ul style="list-style-type: none"> - Report of Injury After Separation Letter - Report of Injury After 30 Day Limitation Letter - Work Stoppage After the 30 Day Limitation Letter - Occupationa Illness Instead of Traumatic Injury - Employee COP/Controversion Notice/CA-7
fwowcp.ltr	Forwarding Letter to OWCP
joboff.ltr	Job Offer Letters <ul style="list-style-type: none"> - Description of Job/Physical Requirements Work Sheet - Job Analysis Sheet - Detail Notification Letter - Reassignmenbt Letter - Return to Pay Status and Reassignment Letter - Offer to Change to Lower Grade Letter - Offer of Employment Letter - Offer of Modified Duty of Employing Agency Checklist
lsnreq.ltr	Liason Assistance Request Letter
rcpclm.ltr	Receipt of Claim Acknowledgment Letter
supres.ltr	Supervisor's Notification of Responsibilities Letter
trtphy.ltr	Treating Physician Letters <ul style="list-style-type: none"> - Notification of Light Duty Availability/CA-16 Letter - Request for Update of Medical Restrictions (CA-17) - Medical Information Release - Difference Between Disability Retirement and FECA Benefits

The ICLETTER directory is located on the user's PC hard drive (i.e., C Drive) which can be accessed through the user's desired Word Processing software package. If correspondence is desired to be generated while the user is within either the IC or UC

application, the user must move/reposition the screen or screens currently in use until the Program Manager and user's desired Word Processor icon is viewable. The user can then double click on the desired Word Processor icon to activate the Word Processor. Once the Word Processor is active, the user can select the Open option under the File menu, select the C drive option, search for the ICLETTER directory and then click on the desired correspondence file as indicated in Table 3.5-1 and open the desired file. In general, Word Processor packages (e.g., Microsoft Word for Windows, WordPerfect, etc.) have the capability to convert the DOS ASCII file into the format of the particular Word Processor that the user desires. It is recommended that when the correspondence file is opened the first time, and since the opened file will require minor formatting changes to adapt to the user's desired Word Processor, that the file be saved in the Word Processor format. It is also recommended that once the user reformats the ASCII file using the desired Word Processor formatting and editing commands and saves the file, that the attributes be set to Read-Only (via Windows File Manager capabilities) to preserve the file for future use. The user can then re-open the file at a later time, modify it for the particular situation, print the file or portions of it and save it to another file name if desired while keeping the original format intact.

4.0 UC Application Screens

The UC Application Function provides end-users with the capability to meet time constraints set by the State employment security agencies (SESAs) to provide wage and separation information for former employees. It also provides the capability to determine whether the claimant is receiving IC benefits, or is actively employed in another DoD component. Additionally, the UC Application Function provides information about claims filed up to two quarters before a base closure, and allows the user to flag claims whose costs should be covered under Base Realignment and Closure (BRAC). The UC Application Function also tracks costs and utilizes a graphical user interface for on-line access to DFAS, and DOL information. Additionally, the UC Application Function provides security so that only authorized users are allowed to access the UC system.

The UC Application Function is comprised of screens which provide on-line access to data collected from users as well as information provided by DBMS, DCPDS, DFAS, and the states. Screens vary in size, depending upon their content. As screens are moved, resized, or overlaid, multiple screens (or portions thereof) may be viewed simultaneously.

4.1 CPMS: Unemployment Compensation - Startup Process

When the UC application is started the first screen to appear is the Privacy Act screen. If the user agrees to comply with the Privacy Act, he or she must press the **OK** button, otherwise the **Cancel** button must be pressed to exit the application. If the user presses the **OK** button, the next screen to appear is the Message of the Day screen. This screen displays any messages from the IC/UC database administrator to the IC/UC users. To see all messages, the user should press the **Next** button until a message appears stating there are no more messages. To continue, the user should press the **Close** button. The next screen to appear is the UC Main Menu screen.

4.2 CPMS: Unemployment Compensation - Main Menu

The main menu screen consists of several buttons as shown in Figure 4.2-1. The **UC Claimant Information** button displays the UC claimant information screen where the users can query and create UC claims. The **UC Tickler** button displays the tickler screen where the user can create and query UC ticklers. The **BRAC Bases** button displays the BRAC Info screen where the user can query all SSANs separated from the bases closed or realigned. The **Reports** button displays the reports screen where the user can run standard UC reports. The **Edit POI Info** button allows the user to change the POI contact and address information. The **Exit** button allows the user to exit the IC/UC system.

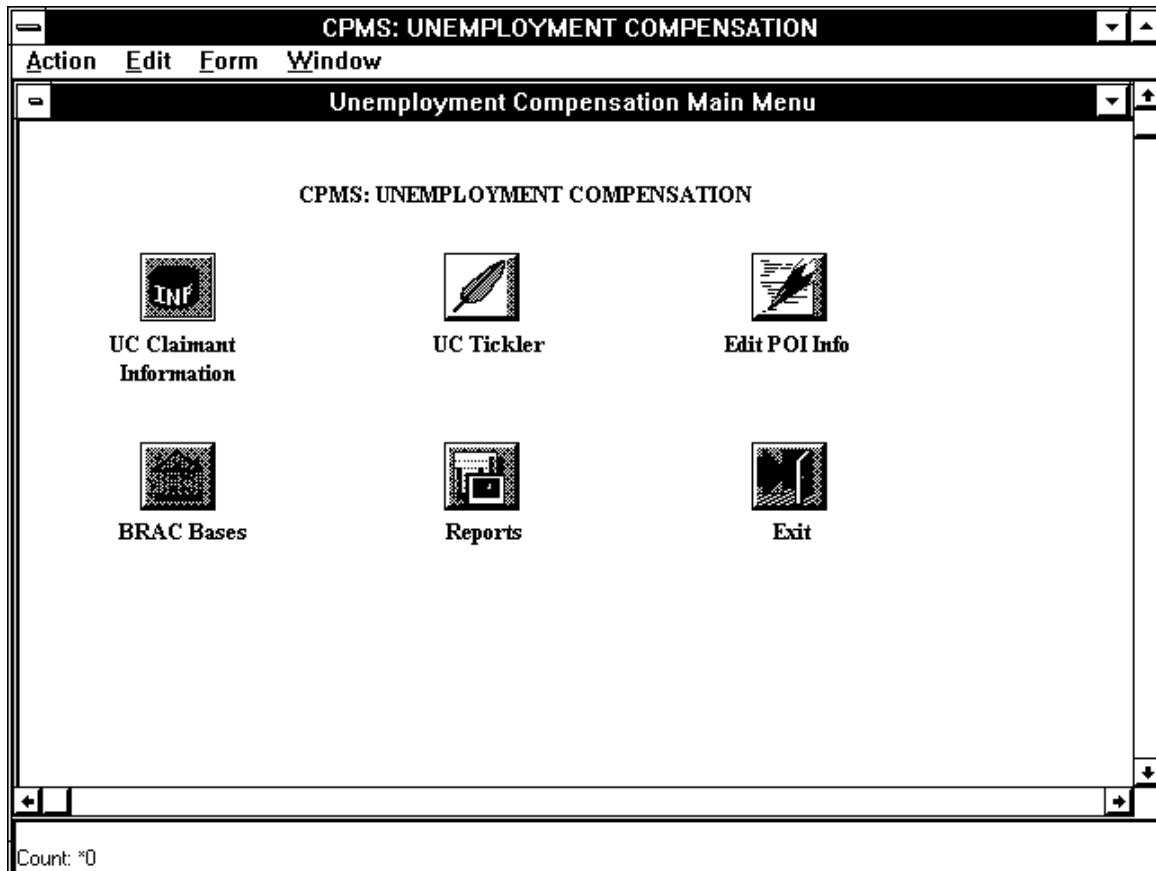


Figure 4.2-1 CPMS: UNEMPLOYMENT COMPENSATION - UC Main Menu Screen

4.3 CPMS: Unemployment Compensation - Claimant Information and ES-931 (Request for Wage and Separation Information)/Pay Screens

The CPMS: Unemployment Compensation - Claimant Info and ES-931 screens collect information required by the SESAs. This information includes civilian personnel information, pay data for quarters in which the claimant worked for the component, and ES-931 information. Figure 4.3-1 shows the CPMS: Unemployment Compensation - Claimant Info screen, and Figure 4.3-2 shows the CPMS: Unemployment Compensation - ES-931 and Pay Info screen. Table 4.3-1 lists the field attributes.

The UC Claimant Information screen allows the user to create and query UC claims. The different uses of the screen are determined by the button pressed. The **Query** button allows the user to query existing UC claims. The **Next Record** button queries the next record of a query that has retrieved multiple claims. The **Previous Record** button queries the previous record of a query that has retrieved multiple claims. The **Main Menu** button displays the Main menu screen. The **Reports** button displays the reports screen. The

Create button allows the user to create a claim. The **Save** button will save any changes to a queried claim or a newly created claim. The **Update Pay** button provides updated pay information for a claim that had previously been created. This button should be used when a request is received from the SESA to verify the wages that were reported on the ES-931. When the **Update Pay** button is pressed a warning will message will appear indicating this function will overwrite all pay data elements displayed on the screen. The **Exit** button will exit the entire UC application. The menu bar on top allows the user to clear a screen, cut, copy, and paste information, and to perform other window-like functions such as cascading windows.

By pressing the **ES-931** button, a new screen will appear displaying the ES-931 wage and separation information. The ES-931 screen functions are defined by the button pressed on the screen. When a claim is queried (from the UC Claimant Information screen), the **Next 931** and **Previous 931** buttons will display multiple ES-931s whenever applicable. If the user wants to create a new ES-931 record for an existing claim, the **New 931** button should be pressed and the appropriate information should be filled in. The **Save** button should then be pressed. The **Save** button on the ES-931 screen and the Claimant Info screen have the same function. The **Print 931 (p.2)** button will print the second page of the ES-931. By pressing this button the field indicating the date the ES-931 was returned is populated. The **Claimant Screen** button returns the user to the main Claimant Information screen.

CPMS: UNEMPLOYMENT COMPENSATION

Action Edit Form Window

UC Claimant Information

SSAN Last First Middle

Dod Comp Date Start Pres Posn Pay Plan Grade

Agn Code Separation Date Occ Series Step

Agn Subcode Date Claim Created Prog Element

POI Total Hourly Rate

Base Name

Dod Flag Separation Reason Code

Separation Reason Text

State Total Benefits		State Quarterly Benefits			Agency
St	Total	St	Benefits	QTR End	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Query Next Record ES-931 Main Menu Reports

Save Previous Record Update Pay Exit Create

Claimant's Social Security Number
Count: *0

Figure 4.3-1 CPMS: UNEMPLOYMENT COMPENSATION - Claimant Info Screen

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Table 4.3-1 CPMS: UNEMPLOYMENT COMPENSATION - Claimant Info
Screen Field Attributes

		QRY	READ	EDIT MAND	EDIT OPT	VAL	LOV
FIELD	DESCRIPTION						
SSAN	Social Security Account Number	X	X				
Last Name	Claimant's last name	X	X				
First (name)	Claimant's first name		X				
MI (name)	Claimant's middle name		X				
DoD Comp	DoD Component		X				
Agency Code	Agency code		X				
Agn Subcode	Agency subcode				X		
Base Name	Name of base where separated from				X		X
POI	Personnel Office Indicator		X				X
DoD Flag	Y if claimant is DoD, N if claimant is Non-DoD		X				
Sep Reason Code	Separation reason code			X			X
Start PresPosn	Date current position was started		X				
Separ Date	Separation from employment date			X			
Date Claim Created	Date claim created		X				
Pay Plan	Pay plan		X				
Occ Series	Occupational Series		X				
Grade	Grade		X				
Step	Step in Grade		X				
Prog Element	Program element		X				
Total Rate/Hr	Salary		X				
Separation Reason Text	Separation reason description			X			
State Total Benefits St	State with total benefits paid		X				
State Total Benefits Total	Total amount of benefits paid to the claimant		X				
State Quarterly Benefits - St,	State with quarterly benefits		X				
State Quarterly Benefits - Benefits	Quarterly benefits paid to the employee by the state		X				
State Quarterly Benefits - Qtr End	Quarter end date of corresponding payment		X				
State Quarterly Benefits - Agency	Agency charged for the benefits on the claim		X				

**Table 4.3-1 (continued) CPMS: UNEMPLOYMENT COMPENSATION -
Claimant Info Screen Field Attributes**

FIELD	DESCRIPTION	QRY	READ	EDIT MAND	EDIT OPT	VAL	POP UP
State	State sending the ES-931			X			X
Contested	ES-931 Contested Y/N				X		
ES-931 Rcvd	Date ES-931 received			X			
ES-931 Rtrnd	Date ES-931 returned		X				
Corrections to Section 1 Data	Corrections to Section 1 of ES-931				X		
Verification of Federal Service	ES-931: Verify claimant federal service				X		
Explanation	ES-931: Explanation of claimant federal service				X		
Duty Hours:Work Day	Duty Hours scheduled				X		
Duty Hours Work Wk	Duty Hours Work Week				X		
Last Active Pay	Date of last active pay				X		
Severance Pay: Wkly Amt	Weekly amount of severance pay				X		
Severance Pay End Date	End Date of Severance pay				X		
Severance Pay Begin Date	Begin Date of Severance Pay				X		
Tot Entitlemt	Total amount of severance				X		
Num of Wks	Number of weeks paid severance				X		
Terminal Annual Leave Est	Estimated amount of annual leave				X		
Terminal Annual Leave Amt	Actual dollar amount of annual leave				X		
Terminal Annual Leave Date	Date paid annual leave				X		
Terminal Annual Leave Hours	Number of hours of annual leave				X		
Incentive Pay Amt	Dollar Amount of Incentive				X		
Incentive Pay Date	Date Incentive paid				X		
Incentive Pay Hour	Number of hours of incentive				X		
Wage History: Base Wages	Wages paid for a certain quarter				X		
Period Ending	Quarter ending date wages were paid				X		
Quarters to print	Number of quarters				X		

4.3.1 Unemployment Compensation - Claimant Information Create Process

To create an UC claim the **Create** button should be pressed. A window will appear with the field SSAN as shown in Figure 4.3-3. The user must enter a nine digit social security number and then press the **Create Claim** button. The SSAN will be checked against Civ Pers for civilian personnel information. If the SSAN does exist but the user does not have proper security access to view it, a message will appear indicating the POI and DoD component to which the SSAN belongs. If the SSAN does exist and the user has access, the civilian personnel information will be retrieved and the screen will be populated. The user must then enter the ES-931 information and any other relevant data on both the claimant information screen and the ES-931 screen. The claim must then be saved by pressing the **Save** button on either screen. If the SSAN does not exist in Civ Pers, the user will be notified and will have the option of creating the claim anyway. If the user chooses to create a claim, information must be entered for all of the white fields on the claimant information screen and the ES-931 screen prior to saving the claim.

Additionally when the SSAN is verified, the application will indicate if the individual is also collecting injury compensation. When saving the information, the screen will temporarily freeze. After saving the claim, the screen will clear. In order to view the newly created claim, **the user must requery the claim.**

CPMS: UNEMPLOYMENT COMPENSATION

Action Edit Form Window

UC Claimant Information

SSAN Last Name First MI

Dod Comp Agn Code Agn Subcode Poi Base Name Dod Flag State Total B St

Grade Step nt te Text

Create Window

SSAN

Create Claim Cancel Create

Query Next Record ES-931 Main Menu Reports

Save Previous Record Exit Create

Claimant's Social Security Number
Count: *0

Figure 4.3-3 CPMS: UNEMPLOYMENT COMPENSATION - Claimant Info Create Screen

4.3.2 Unemployment Compensation - Claimant Information Query Process

To begin the query process, the **Query** button should be pressed. A window will be displayed with two yellow fields: SSAN and Last Name, as shown in Figure 4.3-4. The user can query for claims by SSAN, Last Name, both, or neither. If the user does not type in anything and the **Execute** button is pressed, the query will retrieve all records the user has access to see. The user can then go through each record using the **Next Record** or **Previous Record** buttons. The user can enter a wildcard query using the percentage sign (%) in conjunction with a letter, number or partial entry and any records that match those combinations will be retrieved. For example, if the user wants to retrieve all claims where the last name starts with a 'P' then 'P%' should be typed into the last name field. If the user wants to retrieve all SSANs with a pattern '55' then '%55%' should be typed into the SSAN field. If the user does not want to query, the **Cancel** button should be pressed.

Once the **Execute Query** button is pressed, all claims matching the criteria will be retrieved, and the first claim that matches the criteria will be displayed. The user can make changes to any of the enterable fields (white and yellow) and save the changes. The user can then press the **Next Record** button to see the next claim or press the **Previous Record** button to see the previous claim that matches the criteria. To see the ES-931 information, the **ES-931** button should be pressed.

When the user views each claim retrieved from a query, two checks are made for the SSAN. First, the SSAN is checked to see if the person is collecting injury compensation, and if so, a message will appear. The SSAN is also checked to see if an effective date of separation exists in the database. If there is no effective date of separation a message will appear. This may be an indication that the claimant has been re-employed by another DoD agency.

The screenshot shows the 'CPMS: UNEMPLOYMENT COMPENSATION' application window. The main window has a menu bar with 'Action', 'Edit', 'Form', and 'Window'. Below the menu bar is the 'UC Claimant Information' section, which contains several input fields: SSAN, Last Name, First, MI, Dod Comp, Agn Code, Agn Subcode, Poi, Base Name, Dod Flag, State Total B, St, and Tot. A 'Query Window' is overlaid on the main window, containing fields for SSAN and Last Name, and buttons for 'Execute Query' and 'Cancel Query'. At the bottom of the main window, there is a row of buttons: 'Query', 'Next Record', 'ES-931', 'Main Menu', 'Reports', 'Save', 'Previous Record', 'Exit', and 'Create'. A status bar at the bottom of the window displays the text: 'Enter a query; press F8 to execute, Ctrl+q to cancel. Count: *0 ENTER QUERY'.

Figure 4.3-4**CPMS: UNEMPLOYMENT COMPENSATION - Claimant Info Query Screen****4.3.3 Unemployment Compensation - Creating and Printing the ES-931**

The ES-931 screen is displayed when the **ES-931** button is pressed on the UC Claimant Information screen.

To create an ES-931, the requested information must be entered. The user must enter the state which generated the ES-931, and the date the ES-931 was received. The DFAS information (wages by quarter, severance pay, incentive pay, and annual leave) is optional and not necessary to save the claim. The DFAS field information may be changed at any time.

When a claim is queried, the user may change any of the non-read-only field values on the ES-931 screen. If the user wants to create a new ES-931 for a claim that already has at

least one ES-931, then the **New 931** button must be pressed. The new ES-931 information must be entered, and the ES-931 must be saved by pressing the **Save** button on either the claimant information screen or the ES-931 screen.

To print the second page of the ES-931, the following steps must be followed:

- (1) Display the desired ES-931. If a claim has more than one ES-931 associated with it, the **Next 931** or **Previous 931** buttons must be used to find the desired ES-931.
- (2) Press the **Print 931 (p.2)** button. An ES-931 report screen will appear. Run the report as any other report. The user has the option of previewing the report, printing to file, screen, or to a printer.

4.3.4 Unemployment Compensation - Update an Existing Claim

When a record is displayed after a query, the user may change the values in any of the white or yellow fields (gray fields are read-only). After a change is made to a field value, the user may save the information by pressing the **Save** button on either the UC Claimant Information screen or the ES-931 screen. If the information is not saved and the **Next Record** or **Previous Record** button is pressed, a message may appear asking whether the user wishes to commit to the changes that have been made. At this time the user may press **Yes** to save the changes, or **No** to not save the changes, or **Cancel** to cancel the Next or Previous Record functions.

4.3.5 Unemployment Compensation - Claims that are Non-DoD and Claims with a Date Claim created field of 01-JAN-1950

Some claims are created through the Benefits Collection process which is done at the DoD headquarters level only. These claims are created for claimants for which state charges have been received but there is no current UC claim in the IC/UC system. A claim marked with a DoD flag of 'N' (no) means the social security number did not have an associated DoD civilian personnel record. Claims with an ES-931 date of **01-JAN-1950** were created when one of the following occurred:

- (1) The social security number did not match an existing UC claim in the IC/UC system.
- (2) The social security number had an UC claim with an effective date of separation which was less than the date present in Civ Pers records.

4.4 CPMS: UNEMPLOYMENT COMPENSATION - Tickler Screen

The CPMS: Unemployment Compensation - Tickler screen tracks actions on a time-sensitive basis concerning a particular UC claim. Figure 4.4-1 shows the CPMS: Unemployment Compensation - Tickler screen and Table 4.4-1 lists the field attributes.

SSAN	Effective Date Separation	Last Name	First Name	Tickle Date	Act Cat	Description	Date Opened	Date Closed

Count: *0

Figure 4.4-1 CPMS: UNEMPLOYMENT COMPENSATION - Tickler Screen

Table 4.4-1 CPMS: UNEMPLOYMENT COMPENSATION - Tickler Screen Field Attributes

		QRY	READ	EDIT MAND	EDI T OPT	VAL	POP UP
FIELD	DESCRIPTION						
SSAN	Social Security Account Number			X			
Last Name	Claimant last name		X				
First Name	Claimant first name		X				
Effective Date of Separation	Effective date that employee was separated		X				
Tickle Date	Tickler action date			X			
Action Cat	Tickler action category code				X		
Description	Description of tickler event			X			
Date Opened	Date tickle created		X				
Date Closed	Date tickle closed				X		

4.4.1 UC Tickler Screen Query Process

To query all unclosed ticklers, the user needs to press the **Query** button. The screen will temporarily freeze while querying for the data. Once a query retrieves information, the user may only change the description field and action category. If any of the other items need to be changed, the user will have to close this tickler and create a new tickle.

4.4.2 UC Tickler Screen Close Tickle Process

To close a tickle, the user needs to type in a date in the Date Closed field. The date closed must be equal to or greater than today's date. Once a tickle is closed it cannot be viewed again.

4.4.3 UC Tickler - Create Process

To create a tickle, the user types in the SSAN, and presses the **Return** button. The application then checks if the user has access to the SSAN and/or if an UC claim exists for the SSAN. If access is denied, a message will appear. If access is granted, then the last and first name will appear on the screen. The user must then enter a tickle date. The tickle date is the date action must be taken for a particular claim. The user must also enter

a description of what action needs to be done. The button next to the description is an editor providing a larger view for the user. The Act Cat is the user's personal action category code, and it is an optional field. The date opened field is populated once the tickle date field is filled. To delete this record, the **Clear** button should be pressed.

4.4.4 UC Tickler Save Process and Exit Process

If the user wants to save the new tickle or save changes to an existing tickle, the **Save** button should be pressed. The screen will temporarily freeze while saving. When the save action is completed, the screen will clear.

If the user wants to return to the Main Menu, the **Main Menu** button should be pressed. All changes **must** be saved before exiting, otherwise all unsaved changes will be lost.

4.5 CPMS: UNEMPLOYMENT COMPENSATION - Benefits Collection Screen

The CPMS: Unemployment Compensation - Benefits Collection Screen will be used to record quarterly and monthly state UC benefits, query quarterly state benefits, and roll up monthly state benefits information. This screen is only for use by authorized CPMS personnel at the DoD headquarters level. The Benefits Collection screen is discussed in Appendix B. However, this appendix is only available to headquarters users.

4.6 CPMS: UNEMPLOYMENT COMPENSATION - BRAC Info Screen

The CPMS: Unemployment Compensation - BRAC Info screen tracks claims related to base closure. This screen includes information such as the affected installations, and individual claims from those bases for a period of two quarters before the closure. It also tracks the reason for individual separation, and flags whether this should be charged to BRAC. This screen is available only to DoD headquarters level users. Changes to the list of BRAC bases can only be done by the IC/UC database administrator. Figure 4.6-1 shows the CPMS: Unemployment Compensation - BRAC Info screen and Table 4.6-1 lists the field attributes.

4.6.1 BRAC Information Query Process

The following describes how to query all claims registered within six months of a base closure or realignment:

- (1) The user will select a base from the list of values by pressing the button next to the base name.

(2) After a base name is selected and appears in the base name field, the user will press the **Query** button. This will query and retrieve all SSANs the user has access to that have been separated within six months of the date of closure. While the system is querying for the data, the screen will freeze temporarily.

(3) Once the query has retrieved the data, the user can decide if the BRAC Pay field and the BRAC Confirmed field are 'Y', 'N' or blank (Yes, No, Undecided). To save any changes, the user should press the **Save** button. To return to the main screen, press the **Main Menu** button. Make sure all changes are saved before exiting, otherwise unsaved changes will be lost.

[illegible]

Figure 4.6-1 CPMS: UNEMPLOYMENT COMPENSATION - BRAC Info Screen

Table 4.6-1 CPMS: UNEMPLOYMENT COMPENSATION - BRAC Info Screen Field Attributes

FIELD	DESCRIPTION	QRY	READ	EDIT MAND	EDIT OPT	VAL	LOV
Base Name	DoD Installation name	X	X				X
Closure Date	Base closure date			X			
SSAN	Social Security Account Number		X				
Sep Date	Date of separation from DoD employment		X				
Separation Reason Code	Reason for separation code		X				X
Tot Benefit	Total benefits paid		X				
BRAC Pay	BRAC pays for given reason for separation				X		
Confirmed	Confirm that BRAC pays for this claim.				X		

4.7 UC Reports

In addition to UC application screens, the UC Application Function provides the capability to generate standard reports which are listed in Table 4.7-1.

Table 4.7-1 CPMS: UNEMPLOYMENT COMPENSATION - Application Reports

<u>Report Title</u>	<u>Description</u>
CPMS: UNEMPLOYMENT COMPENSATION - Cost By Agency By State	Display/listing of Agency costs by state
CPMS: UNEMPLOYMENT COMPENSATION - BRAC Payment by Base	Display/listing of costs for BRAC reimbursement by claimant and base
CPMS: UNEMPLOYMENT COMPENSATION - Frequent Reasons of Separation	Display/listing of numerical representation of reasons of separation by military Base
CPMS: UNEMPLOYMENT COMPENSATION - Negative Value Claims	Display/listing of claimant information for state benefits with a value of less than zero
CPMS: UNEMPLOYMENT COMPENSATION - State Percentage of Claims	Display/listing of state's percentage of unemployment claims
CPMS: UNEMPLOYMENT COMPENSATION - Release For Cause/Not Contested	Display/listing of claims where the claimant was released for cause but the claim was not contested
CPMS: UNEMPLOYMENT COMPENSATION - Tickler Information	Display/listing of suspense/tickler information

CPMS: UNEMPLOYMENT COMPENSATION
- Claimants of Unemployment Compensation and
Injury Compensation

Display/listing of claimants receiving both injury
and unemployment compensation

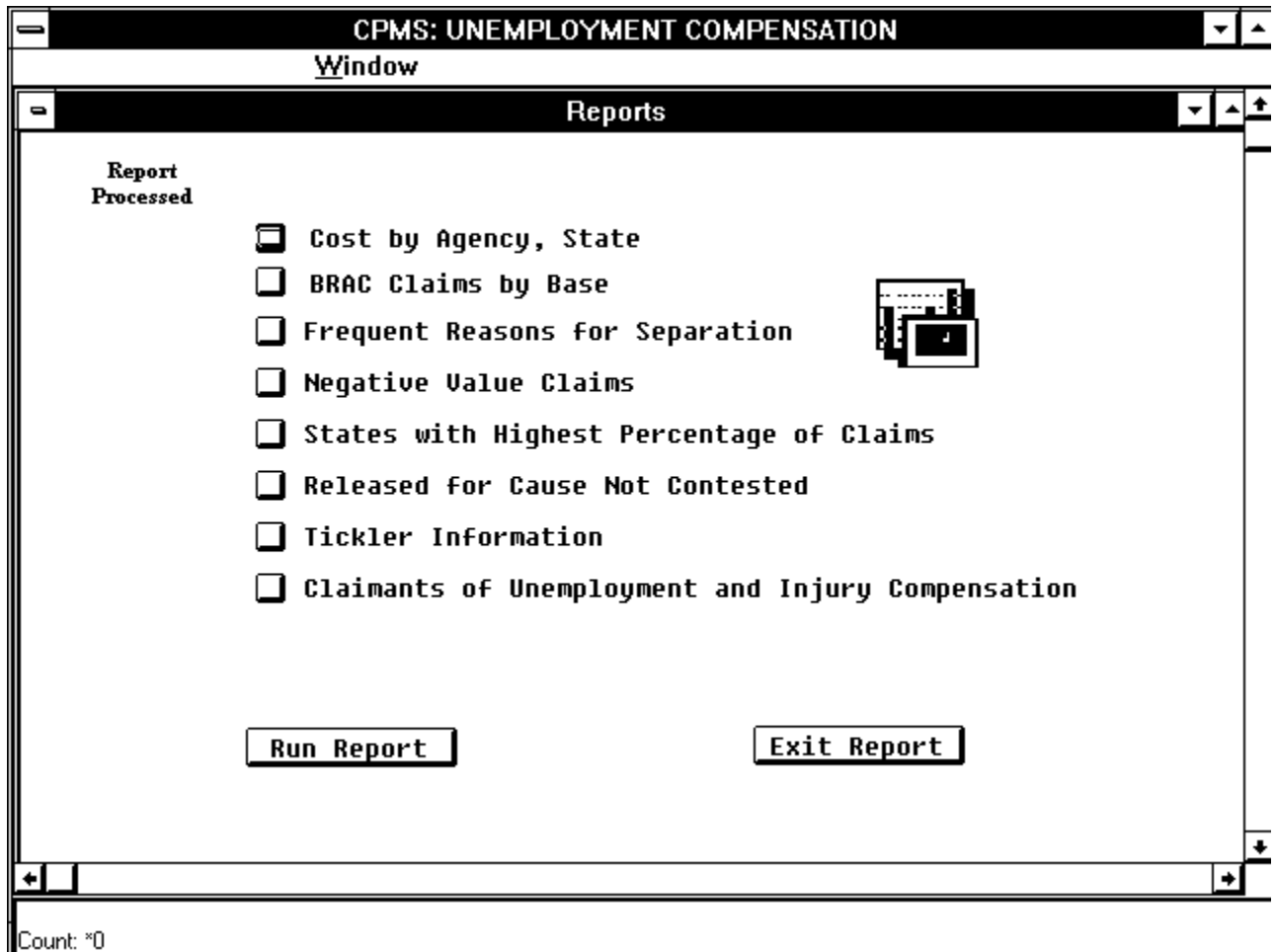


Figure 4.7-1 CPMS: UNEMPLOYMENT COMPENSATION - Reports Menu

Table 4.7-2**CPMS: UNEMPLOYMENT COMPENSATION - Reports Input Requirements**

<u>Report Title</u>	<u>Input Requirements</u>
CPMS: UNEMPLOYMENT COMPENSATION - Cost By Agency By State	Quarter and Fiscal Year
CPMS: UNEMPLOYMENT COMPENSATION - BRAC Payment by Base	Quarter and Fiscal Year
CPMS: UNEMPLOYMENT COMPENSATION - Frequent Reasons of Separation	Quarter and Fiscal Year
CPMS: UNEMPLOYMENT COMPENSATION - Negative Value Claims	Quarter and Fiscal Year
CPMS: UNEMPLOYMENT COMPENSATION - State Percentage of Claims	Quarter and Fiscal Year
CPMS: UNEMPLOYMENT COMPENSATION - Release For Cause/Not Contested	No Input
CPMS: UNEMPLOYMENT COMPENSATION - Tickler Information	Tickle Start Date
CPMS: UNEMPLOYMENT COMPENSATION - Claimants of Unemployment and Injury Compensation	No Input

4.7.1 Accessing UC Reports

The UC reports screen as shown in Figure 4.7-1 is displayed when the user presses the **Reports** button on the UC Main Menu screen or the UC Claimant Information screen. To select a report, press the button next to the report name and then press the **Run Report** button. This will display the Input screen for the report chosen.

4.7.2 Report Descriptions and Options

A description of each report is shown in Table 4.7-1. Each report will have different input requirements. A description of each different input requirement is shown in Table 4.7-2. Each report has the items DesType and DesName. DesType is the destination type which includes Printer, File, Screen. DesName is the file name if File is the chosen DesType.

4.7.3 Creating a Report

When a report is selected and the report input screen is displayed, the user has several options on how to save and print the report.

The user may choose DesType Printer and the report will be printed on the printer. When Printer option is chosen, the user must ensure he or she is connected to a printer and that the correct printer has been selected. To choose the desired printer, go to the Menu Option File - Print Setup option.

If the user wants to save the report to a file, choose the DesType File and type in a filename in the DesName field. The file will be saved in the ICUCRPT directory unless a different path is entered when typing in the filename. The file will be saved in the language of the printer the user has set as the primary active printer. If the printer is a PostScript printer, the report will be saved as Post Script which cannot be read from a word processor. The user can print the file directly from the DOS command line. The file will print properly if the user is connected to a Post Script printer. If the primary active printer is Generic/Text, the report is saved as ASCII and all formatting is lost but the user may read the file in a word processor.

If the user wants to print the report to the screen, choose the DesType Screen. When a report is printed to the screen, the user then has the option of Canceling or Saving the file to a report or Printing. To print, press the **Print** button. From the print window that appears the user may choose to print directly to the printer or print to a file (saves report as file) by selecting the Print To File box. The report output to printer or to file depends upon the printer that is the primary active printer for the computer.

When all information is entered in the Report Input screen, press the **Run** button to create the report. While the report is running, the screen will temporarily freeze.

4.8 CPMS: UNEMPLOYMENT COMPENSATION - Edit POI Info Screen

The Edit POI Screen will be used to change the POI point of contact and address information. The complete POI information list can be viewed by pressing the button next to the POI field on the UC Claimant screen. The Edit POI Info Screen can only be used by installation users that have access to only one POI. Users at the DoD level or users that have access to more than one POI will not be able to enter the POI edit screen. Figure 4.8-1 shows the CPMS: Unemployment Compensation - Edit POI screen and Table 4.5-1 lists the field attributes.

Oracle Forms (Runform)

Action Edit Block Item Record Query Window Help

Edit POI

POI:

Point of Contact:

Comm. Telephone:

DSN Telephone:

Organization:

Address Line 1:

Address Line 2:

City & State:

Zip Code:

Save Main Menu

FRM-40350: Query caused no records to be retrieved.
Count: *0

Figure 4.8-1 CPMS: UNEMPLOYMENT COMPENSATION - Edit POI Info Screen

Table 4.8-1**CPMS: UNEMPLOYMENT COMPENSATION - Edit POI Info Screen Field Attributes**

		QRY	READ	EDIT MAND	EDIT OPT	VAL	LOV
FIELD	DESCRIPTION						
POI	Personnel Office Identifier		X				
Point of Contact	Point of Contact full name				X		
Comm. Telephone	Commercial Telephone number with area code				X		
DSN Telephone	DSN Telephone number				X		
Organization	Full name of the organization				X		
Address Line 1	First line of mailing address				X		
Address Line 2	Second line of mailing address				X		
City and State	City and State				X		
Zip Code	Full Zip Code				X		

4.8.1 Changing the POI information

When the **Edit POI Info** button on the UC main menu screen is pressed, the system will check to see which POI the user has access to view. If the user has access to more than one POI, a message will appear stating that only installation users have access to the Edit POI screen. If the user has access only to one POI, the Edit POI screen will populate with the POI information. The POI field on the Edit POI screen cannot be changed. All other fields are editable. When the user has made the necessary changes, the user must press the **Save** button on the Edit POI screen to save the changes. If the user does not want to save the changes, the **Cancel** button must be pressed. This will return the user to the UC Main Menu.

Appendix A

Figures A-1 and A-2 on the following pages show the entity relationship diagrams for the IC and UC databases respectively.

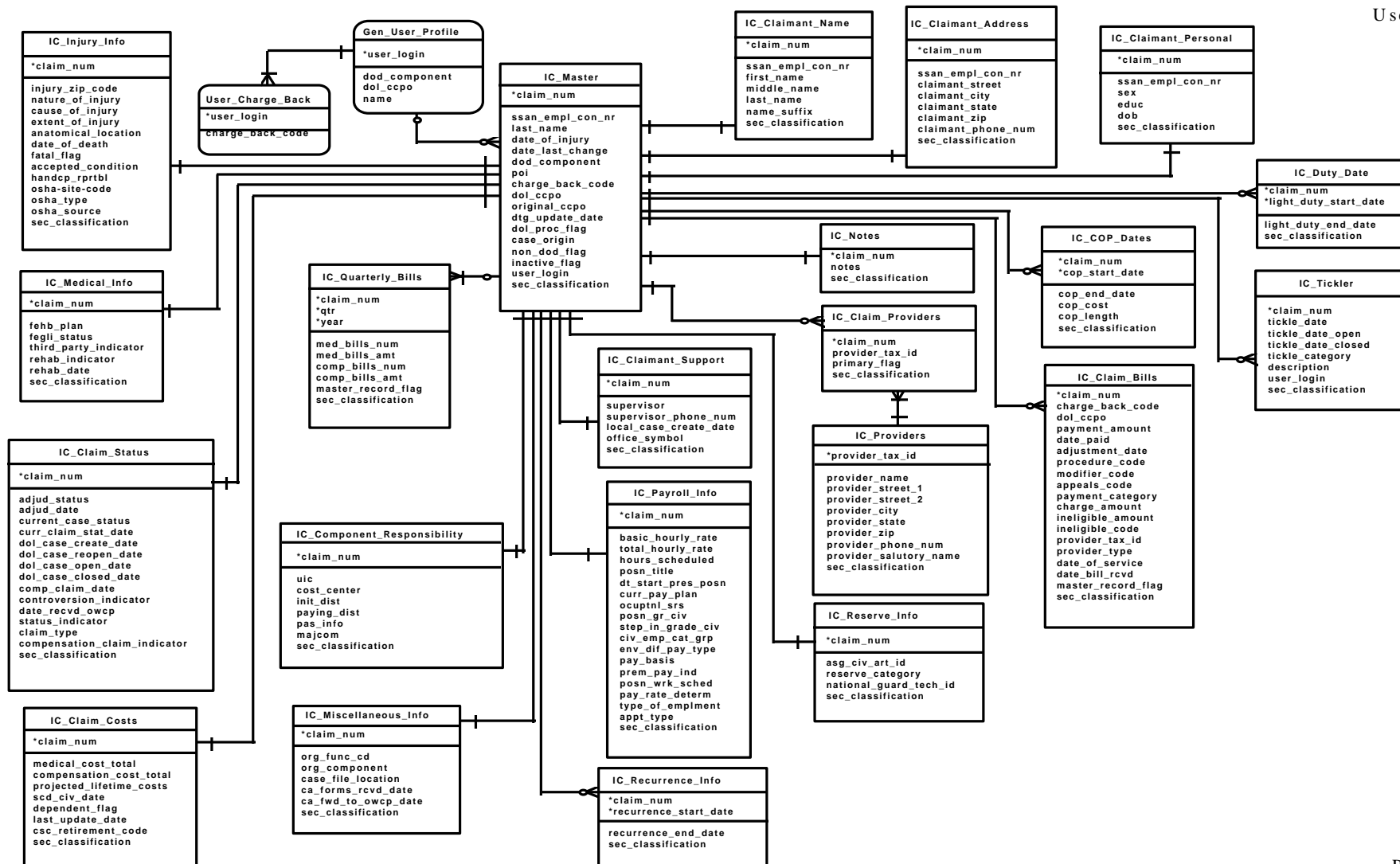
CPMS IC/UC
User Guide

Figure A-1
IC Database Entity Relationship Diagram

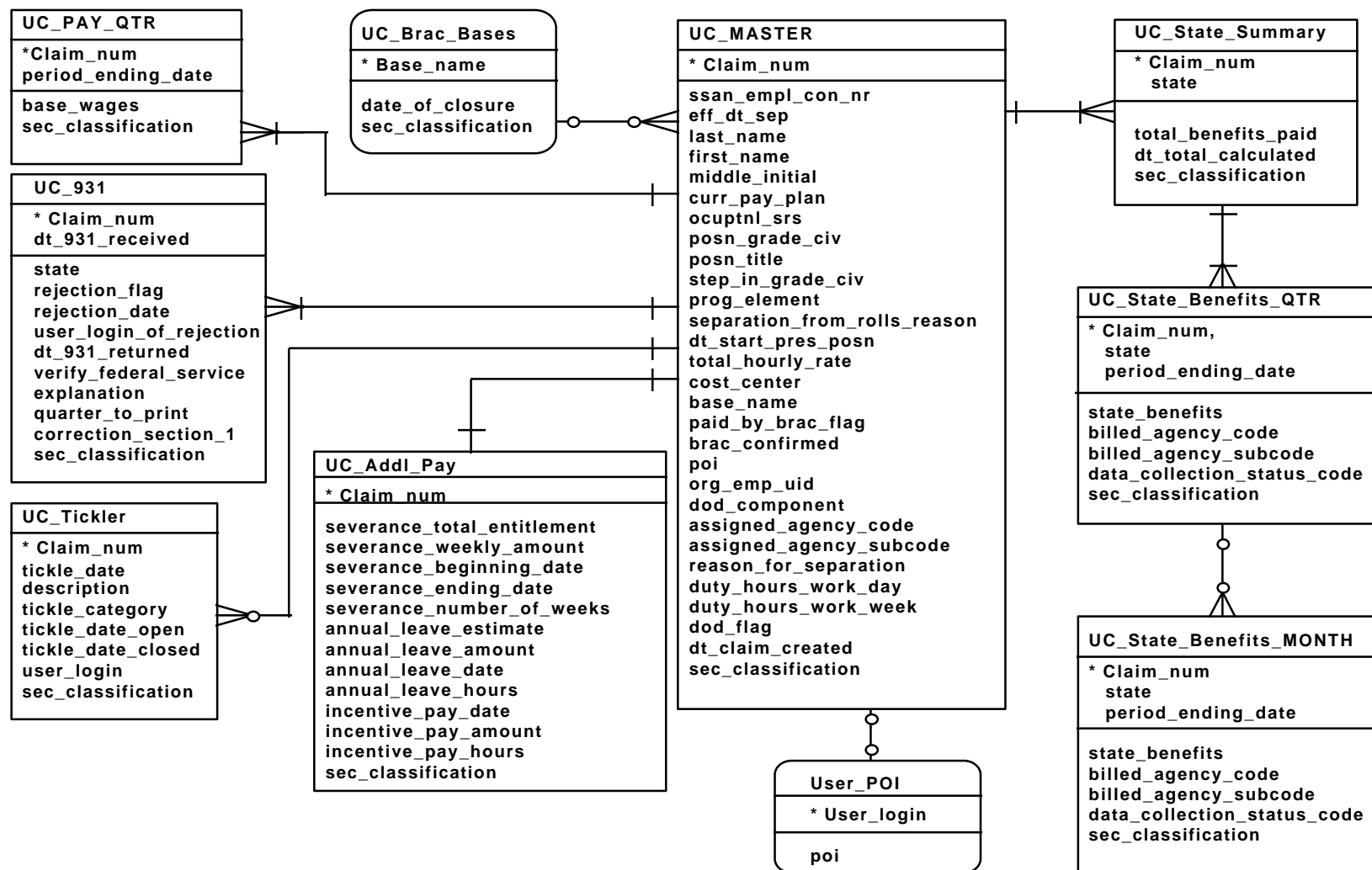


Figure A-2
UC Database Entity Relationship Diagram